


Archives
LD
5025.9
.F2578
1979
Fall
c.1



Digitized by the Internet Archive
in 2010 with funding from
Lyrasis Members and Sloan Foundation

<http://www.archive.org/details/1979facultyhandb1979univ>

U S C AT SPARTANBURG

FACULTY HANDBOOK

Fall, 1979

Faculty manual?

*no Faculty manual or Handbook
issued for Fall, 1980*

TABLE OF CONTENTS

I. ORGANIZATION

Faculty Senate	I-1
Faculty Committee Structure, General	I-1
Academic Affairs Executive & Divisional Committees	I-3
Academic Forward Planning Committee	I-4
Admissions and Petitions	I-4
Athletic Advisory	I-4
Cultural Affairs	I-5
Facilities Utilization and Planning	I-5
Faculty Advisory	I-5
Faculty Welfare	I-6
Library	I-6
Lifelong Learning	I-7
Promotion and Tenure	I-7
Promotion and Tenure Calendar	I-10
Student Affairs	I-11
Student Financial Aid	I-11
University Publications Board	I-12
Faculty Secretary	I-12
Faculty Secretary-Elect	I-12
Recording Secretary	I-12
University Marshal	I-13

II. PROCEDURES

Registration	II-1
Graduation	II-1
Meetings	II-1
Professional Travel	II-1
Office Hours	II-1
Tardiness - Absence	II-2
Pay Checks	II-2
Visiting Speakers	II-2
Graduate Study By Full-Time Faculty Members	II-2
Students' Rights of Privacy Regarding Grades	II-3
Academic Advisement and Records	II-3
Academic Discipline	II-4
Master Calendar	II-4
Personnel Information	II-4
New Courses	II-4
Independent Study Courses	II-5
Withdrawal of Veterans From A Class	II-5
Grade Reporting	II-5
Federal and State Grant Seeking	II-10
Post-Award Grant Activities	II-10
Room Use	II-11
Weather Emergency Announcements	II-11
Off Campus Telephone Calls	II-11
Whom to Call	II-12

TABLE OF CONTENTS (cont'd)

III. SERVICES

Library	III-1
Child Development Center	III-4
Test Scorer	III-4
Traveling Road Shows	III-4
Tutoring Lab	III-5
Readability Evaluation of Textbooks	III-6
Study Skills Programs	III-6
Campus Nurse	III-7
Emergency Procedure	III-7
Natural Area	III-7
School Secretaries	III-7
Counseling, Career Development and Placement Services	III-7
Student Withdrawals	III-8
Cooperative Education	III-9
Audiovisual Services	III-9
Computer Services	III-11
Word Processing Center	III-11
Parking	III-12
Campus Security and Emergencies	III-12
Mail Service	III-12
Information Services	III-13
Recreational Facilities	III-13
The Campus Bookstore	III-14
Duplicating Facilities	III-14

IV. SAMPLE FORMS

ORGANIZATION

FACULTY SENATE

Membership on the Senate is confined to individuals who are eligible to vote in general faculty meetings. Representation is allocated as follows: one representative for each five faculty members, or portion thereof, of the library and each academic division or school, plus five delegates elected at-large. The school (divisional) representatives are elected by secret ballot by members of that school (division) prior to the September faculty meeting, and at-large representatives are elected by secret ballot by all members of the faculty at the September meeting. The term of office is three years, with the term of one-third of the Senate expiring each year. The Faculty Secretary-elect and the Recording Secretary are also voting members of the Senate.

The presiding officer of the Senate is the Faculty Secretary, who is called the Chairperson of the Senate when acting as the presiding officer. The Faculty Secretary-elect presides over the Senate in the absence of the Faculty Secretary. The Faculty Recording Secretary serves as Secretary of the Faculty Senate. The Senate elects a clerk from a list of secretaries submitted by the Administrative Assistant to the Chancellor; the term of office is one year, with re-election possible.

All meetings of the Senate are open; all members of the faculty have the right to address the Senate. All votes taken in the Senate are by voice, unless an alternative method is desired by at least ten Senators. A decision passed by the Senate may be overruled by a majority of the faculty present at a regular or called faculty meeting. The Faculty Secretary must call a faculty meeting for the purpose of reconsidering an action of the Senate upon receipt of a petition signed by 25 percent of the voting members of the faculty.

The faculty delegates to the Senate all business except the election of faculty officers, committee members and at-large delegates to the Senate, and the consideration of other matters which the faculty wishes to reserve to itself. Regularly scheduled faculty meetings are held in September and April for the election of standing committee members, at-large delegates to the Senate, and faculty officers. Faculty committees make their reports directly to the Faculty Senate.

FACULTY COMMITTEE STRUCTURE--GENERAL

Terms. Terms of all appointed and elected members are for three years beginning in the first full month of the academic year, unless specified otherwise. No member may at one time serve as a voting member on more than two standing faculty committees.

Ex-officio Members. Ex-officio members are not considered to be members of a committee insofar as computing their maximum of two committee assignments is concerned. The role of ex-officio members of a committee is to serve in an advisory capacity. Ex-officio members should make available to the committee their knowledge, and they are not empowered

with a vote, except as noted, in the decisions of the committee. They should not attempt in any way to exercise control in the decisions of the committee except at the request of the committee. An ex-officio member of a committee cannot be elected chairperson of a committee since his or her membership is in an advisory capacity only. This provision is in accordance with an ex-officio member's not having voting rights, since the chairperson of a committee is normally allowed to vote in case of a tie. The Chancellor is an ex-officio member of all committees and will not be listed as such separately.

Chairperson. Each committee will elect its own chairperson annually during the first full month of the academic year, unless specified otherwise. The chairperson will vote only in case of a tie. A faculty member may chair only one committee.

Chairperson-elect. Each committee will also choose a chairperson-elect who will normally become a chairperson after one year. The chairperson-elect will preside in the absence of the chairperson.

Vacancies. Vacancies in committee membership caused by unexpired terms will be filled by appointment or election in accordance with the means by which the position originally was filled.

Appointments. All appointments to committees will be made by the Chancellor.

Responsibility. Committees serve in an advisory capacity to the Faculty and/or the Administration. Committee chairpersons will report all committee actions and recommendations in writing to the Faculty Secretary. All committee actions are advisory until confirmed by the Chancellor.

Elections. All elections will be made by majority vote of the Faculty after due notice of the election has been given.

Scope. It is understood that the duties of committees and their constituent personnel are drawn from and limited to the Spartanburg Campus, except where noted otherwise.

Names of Standing Committees. Academic Affairs, Academic Forward Planning, Admissions and Petitions, Athletic Advisory, Cultural Affairs, Facilities Utilization and Planning, Faculty Advisory, Faculty Welfare, Library, Lifelong Learning, Promotion and Tenure, Student Affairs, Student Financial Aid, University Publications Board.

Implementation. New committees will be activated as deemed necessary and approved by the Faculty. Changes in continuing committees will be made in the month in which the terms of their members are scheduled to begin. In order to fill committees in the first year, it will be necessary to appoint and elect some members for one-year or two-year terms only.

ACADEMIC AFFAIRS EXECUTIVE AND DIVISIONAL COMMITTEES

The Academic Affairs Committee consists of both school (or divisional) committees and an executive committee. Membership in these school (divisional) committees shall be constituted by either

- (a) at least one individual chosen to represent each recognized academic discipline within the school (division) that has three or more faculty within that discipline;
- (b) at least one individual chosen to represent all other academic disciplines having less than three faculty members in that school (division);
- (c) additional members selected at-large to make a total committee membership of five; or,
- (d) in the case of single discipline schools such as Education, Business Administration, and Nursing, a committee of five members selected at-large (provided that the areas of concentration and/or degree programs are equitably represented).

These committees should elect a chairperson from their membership whose responsibilities include

- (1) calling and conducting meetings as needed;
- (2) receiving and processing for dissemination of all proposals for curriculum change within the school (division);
- (3) recording and reporting business to executive committee chairperson;
- (4) designating one member to represent the school (divisional) committee on the executive committee.

The school (divisional) committee is primarily responsible for reviewing and evaluation all proposals for curriculum change initiated by members of that school (division). Their recommendations are forwarded to the executive committee for approval. However, the executive committee cannot revise or alter recommended proposals without the advice of the affected school's (division's) committee.

The Executive Committee is composed of six designated representatives from the schools (divisions). The following are ex-officio members:

Vice Chancellor for Academic Affairs
Director of Continuing Education
Head Librarian
Chairperson of the Academic Forward Planning Committee

Duties. To consider and recommend to the Faculty action on all requests for addition or deletion of courses made by the school

(divisional) committees. To review the various curricula of the Spartanburg Campus with special attention to duplication or obsolescence of courses. To consider matters concerning academic requirements and standards, and review current policies and practices for the purpose of making recommendations for changes therein to the Faculty. To consider problems of students who seek relief from the Spartanburg Campus and University scholastic regulations or who feel an injustice has been done them in their academic work. To advise the Associate Chancellor for Student Affairs regarding the academic aspects of orientation.

ACADEMIC FORWARD PLANNING COMMITTEE

Consists of six elected faculty members, one from each division, and three student representatives appointed annually by the Chancellor from nominations submitted by the Student Government Association. The Vice Chancellor for Academic Affairs is an ex-officio member.

Duties. To assist in the establishment of priorities for academic programs, the initiation of plans for new programs and concepts, and the cancellation of programs. The committee is expected to consult with appropriate individuals in the community. The committee shall meet at least once each semester with the Chancellor.

ADMISSIONS AND PETITIONS

Consists of six voting faculty members, three appointed and three elected. Each year one new member will be elected and one appointed. The Assistant Director of Admissions and the Vice Chancellor for Academic Affairs are ex-officio members. The Assistant Director of Admissions is to serve as committee secretary. The Committee may establish special procedures for reviewing applicants during summer terms.

Duties. To consider the USCS admissions policies within University guidelines and to recommend to the Faculty and the Chancellor any broad modification it may deem advisable. To suspend normal entrance and continuation requirements for individual students, as permitted by USCS and University guidelines.

NOTE: Two additional members will be elected to this committee for a two-year term (1979-81), while the committee and the Faculty Secretary attempt to streamline procedures and duties of the Committee. Also, during this time the Faculty Secretary may appoint temporary members to the Committee when a quorum of three voting members cannot otherwise be achieved.

ATHLETIC ADVISORY

Consists of six voting members, four faculty members, two appointed and two elected, and two student members appointed annually by the Chancellor from nominations submitted by the Student Government Association. The Athletic Director is an ex-officio member.

Duties. To rule on all questions of eligibility. To develop a philosophy regarding the athletic program and the scheduling of athletic events. To determine conference affiliations.

CULTURAL AFFAIRS

Consists of seven voting members, four elected faculty members and three students. The students are appointed annually by the Chancellor from nominations submitted by the Student Government Association. The chairperson-elect will serve as the USCS Representative to the Arts Council of Spartanburg County. Ex-officio members are the Associate Chancellor for Student Affairs and the Director for Information Services.

Duties. The committee will plan a convocations series and other cultural enrichment programs. The Associate Chancellor for Student Affairs will be responsible for contractual matters, the administration and implementation of the programs, and forward all information concerning cultural programs to the chairperson of the committee. The Director of Information Services will publicize the programs.

FACILITIES UTILIZATION AND PLANNING

Consists of three or more voting members:* two elected faculty members and one student member appointed by the Chancellor from nominations submitted by the Student Government Association. The faculty members shall be elected for staggered terms and may succeed themselves for one term. Additional faculty, student, or other members may be appointed by the Chancellor with the consent of the Faculty. Expansion of the committee as provided above is appropriate when special projects or space utilization problems are being considered. The Vice Chancellor for Academic Affairs and the Director for Development and Sponsored Projects are ex-officio members.

Duties. To advise the administration on the allocation of facilities--buildings and grounds--and on the planning of new facilities.

*NOTE: The Faculty Secretary will specify the total number after consulting with the Chancellor and the School (Division) Chairpersons on the anticipated work load of the Committee for the year. The Chancellor's appointments should be compatible with the anticipated tasks of the Committee during its upcoming year.

FACULTY ADVISORY

Consists of the elected chairpersons of all standing faculty committees, the Faculty Secretary, the Faculty Secretary-elect, and the Recording Secretary. The Vice Chancellor for Academic Affairs will be an ex-officio member. It normally will meet in the interval between regular monthly Senate meetings. The chairperson will be the Faculty Secretary and the secretary will be the Recording Secretary. It is to be understood that membership on the Faculty Advisory Committee is a part of the duties of all committee chairpersons and that this committee assignment does not count in computing the maximum of two committee assignments for each faculty member.

Duties. To study and report on matters which may be referred to it by the Faculty or the Chancellor or which the committee may wish to bring to the attention of the Faculty, and to recommend what action, if any, should be taken. It must present to the Faculty a slate of nominees for regular elective vacancies on committees at appropriate times, and it must present to the Chancellor a similar slate of nominees for appointive vacancies on committees at appropriate times.

FACULTY WELFARE

Consists of six voting full-time faculty members, three elected each year, without regard to academic rank.

Duties. To communicate to the appropriate administrative official in the form of suggestions the desires of faculty members pertaining to faculty welfare. To serve as a medium through which the faculty may suggest changes and modifications or make their thoughts relating to faculty welfare known. In general, areas of committee concern apply to the faculty as a whole rather than to individuals and include but are not restricted to:

- a. Fringe benefits, rank, and salary ranges within the University system.
- b. Policies regarding teaching load.
- c. Conduct and professional ethics.
- d. General faculty morale.

The committee hears appeals from any person dissatisfied with the decisions made regarding tenure or promotion. (This remains in effect pending administrative action on a "Grievance Procedure" passed by the Faculty Senate in 1979.)

LIBRARY

Consists of nine voting members: six faculty members, three appointed and three elected, broadly representative of the academic disciplines; and three student members appointed annually by the Chancellor from nominations submitted by the Student Government Association. The Vice Chancellor for Academic Affairs and the Head Librarian are ex-officio members.

Duties. To make recommendations on matters of library policy.

LIFELONG LEARNING

Consists of four elected and two appointed faculty members, representative of all voting units*; and two student members appointed annually by the Chancellor from nominations submitted by the Student Government Association. The Director of Continuing Education will serve as an ex-officio member.

Duties. To act as an advisory committee on matters of program and selection of key personnel in the continuing education program. It should examine the extent to which the University is meeting the educational needs of the community in curriculum and services and make proposals for improvements in serving these needs.

PROMOTION AND TENURE

Consists of nine voting faculty members, six elected and three appointed. Terms are for three years, with two members elected and one appointed each year. Only full-time faculty members with professorial ranks are eligible for committee membership. Each academic voting unit* is to be represented, but no more than two faculty members from the same voting unit shall serve at one time. Both regular and special elections of members of this committee shall be held in open faculty meeting with nominations from the floor. Members of this committee are elected in the spring.

Duties. To establish criteria for promotion and tenure and procedures for the operation of promotion and tenure policies subject to approval by the faculty and the Board of Trustees. In accordance with approved criteria and procedures, to make recommendations to the Chancellor regarding the granting of promotion and tenure.

INTERNAL OPERATING PROCEDURES AND POLICIES
OF THE PROMOTION AND TENURE COMMITTEE AT THE
UNIVERSITY OF SOUTH CAROLINA AT SPARTANBURG

1. Each September the committee will notify the faculty that if a faculty member wishes to be considered that year for promotion, or tenure, or both, he or she should request consideration from the committee and should prepare his/her file; also the committee will notify deans or equivalent academic officers to submit to the committee letters of recommendation and a list of faculty members they wish to recommend for consideration. The committee will notify the Vice Chancellor about the date for consideration so that he or she may have the opportunity to place relevant material in individuals' files.
2. Promotion and tenure files are privileged information and under the control of the committee. The files will be kept locked.

*"Voting units" for this purpose means the Schools of Education, Business Administration, and Nursing and each of the three divisions of the School of Humanities and Sciences.

3. The chairperson and the secretary of the committee, the Vice Chancellor and the respective deans will have access to the files. Two or more members of the committee may have access to the files during the period designated by the committee for reviewing files. The person removing the file must sign noting the time of examination of that file.
4. Each faculty member will have access to his or her own file and can see that material which is not confidential (see 5) when observed by the committee secretary or the assigned secretary. The committee secretary or assigned secretary will remove the envelope of confidential material until the faculty member has completed review of his/her file. The faculty member too will sign, noting the time of examination of his/her file.
5. The committee will provide maximum access, consistent with file security, by individuals to their own promotion and tenure files. However, letters or information submitted in confidence to the committee will be placed in sealed envelopes in the appropriate faculty members' files. Sealed envelopes will be retained by the secretary while a faculty member is reviewing his/her file. A summary of the contents of the sealed envelope in a faculty member's file will be made by the appropriate dean, verified by the Vice Chancellor, and made available to a faculty member upon request by the faculty member. A copy of the summary will be retained in the file.
6. A faculty member may have the staff secretary remove from the faculty member's file any duplicate material, except that in the confidential envelope, and any material placed in the file by the faculty member. To do so the faculty member should request, in writing and by item, that the material be removed.
7. The proceedings of the committee shall be confidential with respect to all written materials reviewed and all discussion of individual cases by the committee.
8. Members should refrain from participation in cases where their personal prejudices may unduly affect their judgment.
9. A faculty member will not serve on the Promotion and Tenure Committee during the year in which his or her case would receive active consideration. Any Promotion and Tenure Committee member who wishes to be considered for promotion, or tenure, or both, during the next academic year should resign from the committee before the spring Faculty Business Meeting at which the election of new committee members will be held. Also, a committee member will not participate in the deliberations where his or her spouse's case or that of a relative is under review.
10. For voting, files shall be grouped by the secretary into categories: (1) promotion to assistant professor, (2) promotion to associate professor, and (3) promotion to professor.

11. The chairperson shall conduct preliminary discussions on the files in each category, selecting files in random order within the categories. The procedure will be as follows: the committee will read and discuss all files to be voted on, noting a candidate's strengths and deficiencies, as well as inadequacies in his/her file. All persons to be voted on will then be sent a letter reminding them of the upcoming vote (this will remind those who have not notified the committee that they do not wish to be voted on). This notice may request by January 10 additional information where there are inadequacies in a candidate's file. In January the committee will complete its deliberations and vote.

To be recommended for promotion or tenure, a two-thirds majority of those voting, with a minimum of five affirmative votes, will be required. The specific reasons for voting for or against promotion and/or tenure should be included on the ballot. The vote will be considered binding unless a majority (5 members of the committee) asks that a particular case be reconsidered.

The committee may request, either orally or in writing, that matters of concern will be discussed by the Vice Chancellor with the candidate. Appeals will then be considered after a required 10-day appeal period. The committee will notify the Vice Chancellor of its recommendations and report statistics on its recommendations to the faculty.

12. A committee member's review and vote based on the information contained in the individual's file will reflect his or her best judgment concerning the overall strength or best interest of the institution, while at the same time considering the individual's interests under the stated rules for promotion and tenure.

PROMOTION AND TENURE CALENDAR*

- September 15 Notify the faculty that any faculty member wishing to be considered should submit a written request to the committee and should prepare his or her file.
- Notify division chairpersons/school deans to submit to the committee letters of recommendation and a list of faculty members they wish to recommend for consideration.
- Notify the Vice Chancellor for Academic Affairs about the date for consideration.
- October 31 Files closed except for student evaluations.
- November 30 Committee completes preliminary discussions and sends letters to all faculty members who are to be voted on. These letters call attention to matters raised in discussion which need further documentation in file. These files are reopened.
- January 10 Files closed for final deliberations.
- January 25 Voting complete--Vice Chancellor for Academic Affairs notified.
- February 1 Appeals period starts.
- February 10 Appeals period complete.
- February 18 Recommendations to Vice Chancellor for Academic Affairs. Report to faculty at next faculty meeting.

*Deadlines falling on non-working days will be carried over until the next working day.

STUDENT AFFAIRS

Consists of four elected voting faculty members broadly representative of the academic disciplines, and three voting student members. Student members are appointed annually by the Chancellor from nominations submitted by the Student Government Association. Two faculty members are elected each year. Ex-officio members are the President of the Student Body and the Associate Chancellor for Student Affairs; the latter will serve as secretary of the Student Affairs Committee. He or she may not serve as a member of an Honor Court.

Duties. To enforce the discipline policy of USCS with regard to academic infractions as well as other misconduct, and to examine the administration of discipline. To formulate recommendations concerning the allocation of disciplinary responsibilities. To consider campus policies regarding registration and orientation, and make recommendations to the Assistant Director for Student Affairs. To recommend to the faculty, policies toward extra-curricular student activities. To make recommendations to the Chancellor regarding the expenditure of student activity fees based on the recommended budgets approved by the Student Government Association.

Honor Court. When charges are brought against a student for academic or other infractions, an Honor Court will be appointed by the Committee chairperson to determine guilt. The Honor Court will consist of three faculty members and two student members of the Student Affairs Committee. In appointing the Faculty members of the Court, the chairperson is not restricted to the membership of the Student Affairs Committee.

The Associate Chancellor for Student Affairs will sit as an observer on the Honor Court. When a student is charged with an academic infraction, the Honor Court will include a faculty member from the academic area where the incident took place. The Honor Court will follow the trial procedure specified in the Student Handbook. The decision of the Honor Court may be reached with four members concurring. Decisions and recommendations concerning sanctions will be reported in writing immediately to the Associate Chancellor for Student Affairs who will assign appropriate penalties as provided in the Student Handbook.

STUDENT FINANCIAL AID

Consists of six elected faculty members, broadly representative of the academic disciplines and three student representatives appointed annually by the Chancellor from nominations submitted by the Student Government Association. The Director of Student Financial Aid is an ex-officio member.

Duties. To recommend to the Faculty the basis on which scholarships and loans will be granted. A subcommittee composed of the faculty members of the committee shall award the scholarships and review and approve the allocation of funds awarded by the Director of Student Financial Aid. The Director of Student Financial Aid shall inform the subcommittee (prior to the awarding date) of the scholarships and other financial aids available.

UNIVERSITY PUBLICATIONS BOARD

Consists of nine voting members: five faculty members, three elected and two appointed, and four students appointed annually by the Chancellor from nominations submitted by the Student Government Association. The Associate Chancellor for Student Affairs is an ex-officio member.

Duties. To nominate student editors for all student publications. Editorial appointments are for one year. To recommend the termination of an appointment should an editor fail to perform his/her duties in a suitable manner. To make recommendations to the Student Government Association and the Chancellor concerning budgets for USCS publications, including salaries to be paid editors. To develop and recommend to the Chancellor publication policies. To select faculty advisors for all publications. To encourage the development of publications which will enhance the USCS educational and extra-curricular programs.

FACULTY SECRETARY

The office of Faculty Secretary shall be filled by the previous year's Faculty Secretary-elect, who shall assume his/her duties after the last scheduled faculty meeting of the spring semester.

Duties. To serve as presiding officer of the faculty and as the chairperson of the Faculty Senate. The agenda will be prepared by the Faculty Secretary at least three days prior to each faculty meeting or Faculty Senate meeting, and circulated to the faculty.

To notify faculty members in writing of all regular and called meetings at least three days prior to the meeting days. To chair the Faculty Advisory Committee. To conduct the Administrative evaluation.

To cast the deciding vote in case of a tie in the voting on an issue before the Faculty or the Faculty Senate.

FACULTY SECRETARY-ELECT

The office of Faculty Secretary-elect shall be filled by one faculty member elected annually at the last scheduled faculty meeting of the academic year.

Duties. To assist the Faculty Secretary and to assume the duties of the Faculty Secretary in his/her absence. To succeed as Faculty Secretary the following year. The Faculty Secretary-elect is a member of the Faculty Senate and the Faculty Advisory Committee, but serves on no other standing committees.

RECORDING SECRETARY

The office of Recording Secretary shall be filled by one faculty member elected annually at the last scheduled faculty meeting of the academic year. He/she may be re-elected.

Duties. To record and distribute to the members of the faculty the written minutes of its meetings. To search the minutes of faculty and Faculty Senate meetings and annually publish a summary of faculty actions. To be a member of the Faculty Advisory Committee and act as its secretary. To serve as a voting member of the Faculty Senate.

UNIVERSITY MARSHAL

The office of University Marshal shall be an elected position filled by a faculty member. He/she is elected for a two-year term and may be re-elected.

Duties. To see that the ceremonial programs of USCS run smoothly, specifically to include the following: (1) to instruct Student Marshals in methods of accommodating an audience and to work out an ushering plan for the year with the Student Marshals; (2) to make seating arrangements, including platform seating, for all ceremonial programs, and to prepare a processional line-up for the faculty members; (3) to lead the processional march on ceremonial occasions.

PROCEDURES

REGISTRATION

A notice is sent annually to each faculty member from the Vice Chancellor for Academic Affairs giving the date on which all faculty are expected to return to begin work for each semester. Registration days are indicated on the academic calendar. All faculty are expected to be available to assist with the registration process. Deans notify faculty members of their specific duties at registration.

GRADUATION

The graduation of students is one of the most important events in the academic year. It represents the recognition of a student's achievement. Because of the significance of the occasion for the students and the institution, all faculty are expected to attend the graduation exercises. Caps and gowns may be rented in the spring through the bookstore if necessary.

MEETINGS

Classes are not scheduled for the noon hour on Monday, Wednesday, and Friday. This time is set aside for meetings and other functions. Faculty business meetings are regularly scheduled in September and April on dates to be announced. Faculty Senate meetings are held on the third Friday of each month. Faculty Advisory Committee meetings are held the second Friday of each month. Faculty committee meetings are called by the chairperson. These meetings are frequently called for the noon hour on Mondays, Wednesdays, or Fridays. There are occasions, however, when committee business and schedules necessitate meetings at other times. The chairpersons attempt, insofar as possible, to arrange times convenient for all members. Attendance at committee meetings, faculty business meetings, and other meetings such as those of a division or a school is a prime responsibility of every faculty member.

PROFESSIONAL TRAVEL

Attendance at and participation in professional association meetings is strongly encouraged by the University. Funds are available in each school for travel for faculty members in that school who are interested in attending such meetings. The deans can supply the faculty member with full information regarding the funds available for such purposes.

OFFICE HOURS

It is the philosophy of the University of South Carolina at Spartanburg that faculty and administrative personnel be easily available to students. Consequently, every faculty member is expected to post and maintain office hours. A schedule of five hours a week, or one hour each class day shall be considered as minimally acceptable. Each faculty member should submit a copy of his/her schedule to his/her dean.

TARDINESS-ABSENCE

Tardiness to class on the part of faculty members is frowned upon by the University. However, should an emergency delay any instructor from meeting class at the appointed hour, it has been generally agreed that students are under the obligation of waiting at least ten minutes past the scheduled class time.

In the case of illness or other emergency necessitating absence from class, the faculty member should notify his/her dean immediately so that arrangements can be made for the class. Deans are also charged with filing monthly attendance reports for their faculty with the Business Office.

PAY CHECKS

Faculty on nine-month contracts will normally receive their pay in 18 equal installments. Fall semester checks are available from the division secretary on August 31, September 15, September 30, October 15, October 31, November 15, November 30, December 15 and December 22. Spring semester checks are available on January 15, January 31, February 15, February 28, March 15, March 31, April 15, April 30 and May 15. Summer I checks come at the end of the term. Summer II salary is divided into two equal checks, available July 31 and the end of the term.

VISITING SPEAKERS

Any special convocations or other assemblies outside regular class meetings and involving off-campus speakers must have the approval of the Chancellor prior to the invitation of speakers or performers. Normally the recommendation should be submitted by the faculty member at least two weeks in advance of the desired date to allow time for reviewing the merits of the request and for scheduling on the University calendar. Nothing is official until the event has been cleared and added to the calendar in the Office of Student Affairs. After the event has been scheduled, the Associate Chancellor for Student Affairs and the Director for Information Services will assume responsibility for appropriate promotion and publicity.

GRADUATE STUDY BY FULL-TIME FACULTY MEMBERS

The improvement of professional qualifications by faculty members is encouraged. However, in order to minimize any disruption of the University of South Carolina at Spartanburg schedule and related activities, all plans for graduate study must be presented each semester to the appropriate dean, who will submit his/her recommendation to the Vice Chancellor for Academic Affairs for approval. Final approval rests with the Chancellor.

STUDENTS' RIGHT OF PRIVACY REGARDING GRADES

Faculty members must not post, as public information on bulletin boards, office doors, or elsewhere, any grade (daily quiz, hour quiz, midterm grade, final examination, or semester grade) of any student by name. Such practices, including associating a student's grades with his or her initials, have been determined by the courts to constitute an invasion of privacy. Class grades may be posted properly when the grade of an individual student on the list is associated with his/her social security number only.

In addition, the practice of leaving graded quiz papers indiscriminately outside faculty offices or on classroom tables could be interpreted as an invasion of privacy and is therefore prohibited.

ACADEMIC ADVISEMENT AND RECORDS

The Associate Chancellor for Student Affairs and the Deans of the Schools are responsible for the academic advisement program. The following are presently being used:

Assignment of Advisors

- (1) Entering freshmen students who are admitted as regular students and have declared a major will be assigned an academic advisor by the dean of their area.
- (2a) Undecided freshman students who are admitted as regular students will be assigned an academic advisor from a group of specially trained undecided advisors.
- (2b) When the undecided student makes a definite decision on a major, he/she will be reassigned to an advisor in that area by the dean of the appropriate school.
- (3) Entering freshmen students admitted as "branch specials" or scoring very low on placement tests will be advised by the Developmental Services Faculty until they are removed from the branch special status.
- (4) Advisors for students in the Bachelor of Arts/Bachelor of Science in Interdisciplinary Studies (formerly BGS) will be selected by the Coordinator of the BIS program, who will maintain all files on these students.
- (5) All transfer students are assigned to deans for advisement and evaluation of transcripts.
- (6) Deans will be responsible for maintaining records of students majoring in their areas. If a student changes his/her major, this file will be transmitted to the Student Affairs Office for reassignment.

- (7) Records for undecided students are housed in the Student Affairs Office. They will be released every semester to the advisor and returned to Student Affairs after the advisement period.
- (8) Records for students in BIS are housed in the Coordinator's Office.

ACADEMIC DISCIPLINE

The Student Affairs Committee handles infractions of academic discipline in the following manner:

- (1) The chairperson of the Committee is notified of the alleged infraction by a student or faculty member. An Honor Court consisting of three faculty members and two students is appointed by the chairperson.
- (2) All evidence, such as tests, papers, and names of witnesses should be given to the chairperson with a written statement explaining the alleged infraction. A faculty member should not confront a student and attempt to get a confession.
- (3) The "Code of Student Academic Responsibility" that is given to students is to be found in the USCS Student Handbook.
- (4) Questions regarding infractions and procedures should be referred to the Associate Chancellor for Student Affairs.

MASTER CALENDAR

A master calendar is maintained by the Student Affairs Office. All faculty, staff, and student organizations should contact the Student Affairs Office to place activities on the calendar as far in advance as possible.

PERSONNEL INFORMATION

The Personnel Office maintains the personnel files of all faculty members. Faculty members should notify the Personnel Office of any relevant academic activities, new degrees, changes in address or dependents, and other such information.

NEW COURSES

Faculty requests to have a new course approved for addition to the bulletin go first to the appropriate dean. The dean is responsible for completing the necessary form (see "Sample Forms") and submitting the request to the Academic Affairs Committee. If the Committee approves, the request is then submitted to the Faculty Senate for consideration. No course is to be entered on the schedule without being presented to the Faculty Senate.

INDEPENDENT STUDY COURSES

No student will be allowed to register for Independent Study unless he/she has completed the form "Application for Course Offered as Independent Study" (see "Sample Forms"). Any student desiring to take an Independent Study course should pick up this form in a dean's office, have it completed by the Instructor he/she is working under, and have all requested signatures on the form completed. The student should then bring the form for approval to the office of the Director for Admissions and Records, at which time he/she will be given a copy to bring to registration.

WITHDRAWAL OF VETERANS FROM A CLASS

All veterans and others who receive benefits from the Veterans Administration are responsible for informing the Veterans Officer of any change in enrollment status or withdrawal from USC at Spartanburg. If a veteran withdraws from a class the USCS Veterans Affairs Office asks that the faculty member notify the Veterans Affairs Office as soon as possible of the student's last date of attendance/pursuit by using any one or a combination of the following four methods:

- (1) last activity (including attendance) reflected in the instructor's records,
- (2) last papers submitted,
- (3) last examination completed,
- (4) student's reasonable statement of last date of attendance.

GRADE REPORTINGI. CLASS ROLLS

Class rolls are distributed to the Academic Departments four times during the regular semester (fall and spring) and three times during summer semesters. If you do not receive a roll, contact your dean to see if your roll has been misplaced. If the roll is lost, the dean's office should contact the Records Office for a copy of the roll.

A. Temporary Rolls

1. Temporary rolls are produced at the end of the last day of registration.
2. Temporary rolls should be used for reference only. Students who register late or drop and add your section will not be named on this roll.

B. Official Rolls

1. Official rolls are produced after the last day to add a course or change sections.
2. Official rolls should be considered accurate.
 - a. If a student is attending your course, but his or her name does not appear on your roll, advise the student to come to the Records Office.
 - b. If a student's name appears on your roll, but he or she has not been attending your course, check with the Records Office to see if the student has officially registered for the course.

C. Midterm Grade Rolls

1. Midterm grade rolls are produced after the last day to drop a course without penalty.
2. Errors on the midterm rolls should be corrected on grade roll correction forms.

D. Final Grade Rolls

1. Final grade rolls are produced approximately two weeks prior to the end of the semester.
2. Corrections to rolls must be made via grade roll correction form.

II. GRADE DESCRIPTIONS

A. Midterm Grades (S/U)

1. Space is provided on the roll for the Instructor to indicate a grade of S (Satisfactory) or U (Unsatisfactory).
2. Midterm grades are not posted to the student's permanent record nor are they computed into GPR.

B. Letter Grades (A, B+, B, C+, C, D+, D and F)

C. Pass-Fail Grading (S/U)

D. WF-W

1. WF is automatically assigned for withdrawal from a course after free drop date. The grade is treated as an F in the evaluation of GPR.

2. W is recorded on a student's permanent record for courses dropped after the last day of late registration but before the free drop date.
3. W may be assigned in exceptional cases to indicate satisfactory performance in courses from which a student withdraws after the free drop date. Forms are available in the Records Office.

E. Incomplete (I)

1. Indicates failure to complete some portion of the assigned work in a course.
2. By arrangement with the Instructor, the student will have 12 months in which to complete the work before a permanent grade will be recorded.

Note: A new policy covering Incompletes was adopted by the Faculty Senate in July 1979. Details of this procedure are currently being worked out.

F. Audit (AUD)

1. Indicates a course was carried on an audit basis.
2. The student is not responsible for any course work and the grade is not computed in totals.

G. No Record (NR)

1. Assigned by Records Office only, in the event an instructor fails to submit a student's grade.
2. Temporary grade, to be replaced by a valid letter grade. If no grade is assigned, the student automatically will receive credit at the end of the following semester.

III. FACULTY GRADE REPORTING

All grades shall be due in the Office of the Director for Admissions and Records by that office. Grade sheets are to be hand-carried to the Records Office (not sent through the mail). The Director for Admissions and Records is responsible for delivery of the grades to the Office of Administrative Services on the Columbia campus for processing. Final grades for graduating seniors must be handed in one week before graduation and this contingency may call for an earlier examination.

A. Final Reports of Grades

1. The faculty member is responsible for entering a written grade for each student listed on the roll, a corresponding plugged grade in the optical scan area to the right, and an instructor signature in the space provided.
2. The faculty member cannot assign the following grades unless the option is indicated on the Grade Roll:
 - a. Pass-Fail grades can be assigned only when P/F has been preprinted near descriptions.
 - b. An Audit cannot be assigned on a grade roll. If the student has opted to audit the course at registration, the audit area will be automatically plugged by the computer and the grade of AUD printed.
 - c. A WF grade should not be assigned by the professor. If a student has late-dropped or officially withdrawn, the WF grade will be plugged automatically by the computer.
 - d. A W grade cannot be assigned by anyone but the Records Office upon receipt of the approved form from the student's Dean.
3. An I should never be used as a substitute grade when the grade cannot be assigned through fault of the instructor or school. Incompletes are computed as F in a student's GPR. It is best to leave the area blank and use a Grade Roll Correction form for explanation. The final grade should be forwarded to the Records Office by an official letter from the faculty member.
4. The detachable area on the right of the Grade Roll is to be used for posting grades within the department.

B. Grade Roll Corrections

Grade roll corrections (see "Sample Forms") are used by the instructor to help make corrections to the Final Grade Rolls and must be completed as follows:

1. Student's full name (printed)
2. Student Number (social security number)
3. Department course and section (exactly as printed on your final grade roll)
4. Credit hours assigned to the course
5. Grade (if applicable)

6. Type of change (mark only one with "X")
- a. Attended this class but not on the roll--assign grade.
 - b. Never attended this class (possibly not enrolled in this section)
 - c. Dropped course officially before penalty date. Check this block if your records indicate that an official Change of Schedule form was signed by you or your department. If you do not have a record of the official Change of Schedule form, the student should be assigned an appropriate grade.
 - d. Miscellaneous Change:
 - i. Credit (for variable credit only), audit problem (i.e., an apparent auditor shown for credit or vice versa--indicate AUD for auditor, letter grade for non-auditor)
 - ii. Pass/Fail problem (P/F option shown in error or missing--include grade)
 - iii. Other--Explain as appropriate on lower line.

IV. GRADE CHANGES/ERRORS IN RECORDING GRADES

- A. In case of error in reporting of final grades, the Instructor shall complete the approved form and send it to the Director of Admissions and Records, who shall then place the issue before the Academic Affairs Committee.
- B. If a student wishes to challenge his or her grade, it must be done before the end of the following semester.
- C. Special make-up work or examinations to change grades already recorded are not permitted.

V. WITHDRAWAL

A student withdrawing after the last day to drop a course without penalty may petition to receive a grade of W rather than WF by submitting an "Assignment W Grade for Medical Reasons or Extenuating Circumstances" to the Records Office. This form will be sent to the faculty member to determine if the student has earned a W or a WF. This form is to be returned to the Records Office.

FEDERAL AND STATE GRANT SEEKING

The Office for Development and Sponsored Projects (Administration 202, ext. 203) has the responsibility for coordinating federal, state, and foundation grant seeking. The office will assist faculty in locating funding sources and in getting the proposals written, typed, and supported. The following procedure is suggested for persons seeking grants:

- (1) Formulate the idea in one or two written pages.
- (2) Discuss the idea and the grant guidelines with the Director for Development and Sponsored Projects (Dr. Jan Yost).
- (3) Clear all grant proposals with the Director for Development and Sponsored Projects, the Vice Chancellor for Academic Affairs, the Chancellor, and the Office of Research (Columbia campus).
- (4) Seven working days prior to the grant deadline, submit a copy of the grant proposal, a completed Sponsored Project Review and Approval Form, and a completed GCR-1 Form (which also fulfills any required A-95 Clearinghouse review) to the Office of Research (Columbia campus).
- (5) The Vice President for Finance, University of South Carolina, signs grant proposals for the University system thereby financially obligating the University.

POST-AWARD GRANT ACTIVITIES

Once a federal, state, or foundation grant is awarded, it is necessary for the Director for Development and Sponsored Projects to monitor the handling of the grant. Therefore, the following procedures should serve as guidelines to grant recipients:

- (1) The hiring or transferring of any USCS personnel (whether the position is classified or unclassified, full- or part-time) must be communicated to the Director for Development and Sponsored Projects prior to offering the position to a candidate.
- (2) The purchase of equipment or supplies with grant funds must have the purchase requisition routed to the Director for Development and Sponsored Projects who will forward, upon clearance, to the USCS Business Office.
- (3) In general, the spending of any grant funds regardless of purpose (e.g., travel, foods, hiring of consultants, contracting for service, etc...) must be reviewed by the Director for Development and Sponsored Projects prior to committing USCS.

- (4) When grants require a cost share by USCS, the principal investigator must confer with the Director for Development and Sponsored Projects (1) at least two weeks prior to the grant start-up date, and (2) approximately two weeks after the grant start-up date. If the cost share is to continue beyond the semester in which it became effective, the principal investigator must again confer with the Director for Development and Sponsored Projects (1) at least two weeks prior to each affected semester, and (2) approximately two weeks after the beginning of each affected semester.

ROOM USE

Campus rooms and facilities are scheduled through the Student Affairs Office (ext. 336), once the class schedule is set. The use of any campus room or facility requires prior reservation.

WEATHER EMERGENCY ANNOUNCEMENTS

The Chancellor will determine when hazardous weather conditions warrant releasing employees from duty. When USCS is to be closed, announcements will be made by local media. Employees who have questions may call the switchboard.

OFF-CAMPUS TELEPHONE CALLS

To dial a number in the Spartanburg area, dial 9 and then the number.

For all other off-campus telephone calls it is necessary to first call the USCS switchboard by dialing "operator." For calls to the Greenville area, request the "Greenville line." For all other calls, request the "Columbia line." If there is a waiting list, the requestor will be called when his/her turn comes and will then be notified that the line requested is available. The requestor then hangs up the telephone and when it rings again it should be the requested line. The following procedures then apply:

Greenville line: dial the appropriate number

Columbia line:

On the Columbia campus, dial the extension (four digits)

Regional or Branch Campus of USCS, dial the extension (four digits)

In Columbia--off campus, dial 9 and then the number

In State (not in Columbia, Greenville, or Spartanburg)--
dial 9 - 1 - number

Out of State--dial 9 - 1 - Area Code - number

Long distance information--dial 1 - Area Code - 555-1212

WHOM TO CALL

Advisement, academic assigning advisors, supplying materials, keeping records	Carol Smith	337
Audiovisuals	Becky Gray	264, 265
ordering films	Jane Bradley	264, 265
reserving equipment	Jane Bradley	264, 265
Benefits	Treva Hamrick	323
Calendar, Master	Susan Smith	336
Computer Services	Manager of Computer Services	295
Cooperative Work-Study Program	Earl Gordon	413
Counseling students		
all kinds	Tony Pappas	412, 413, 414, 415
academic and personal	Carol Smith	336
	Earl Gordon	413
	Becky Edwards	412
career	Arthur George	414
CORE	Jan Lipscomb	405
Credit Union	Treva Hamrick	323
Emergency, accident or injury	Kathy Norman	243, beeper, 573-8173
Financial Aid, students	Al Gray	226, 227
	Evelyn Cohens	345
For Your Information (FYI, Faculty Newsletter)	Doyle Boggs	210
	Janella Koob	210
General Studies 121-122	Jane Davisson	341
placement of students in	Lou Hunley	371
Grants	Jan Yost	433
Handicap Officer	Earl Gordon	413
Jobs, part-time, full-time	Arthur George	414

8/79

II-13

Library:

reference questions
interlibrary loans
reserve material

choice cards

submitting approved orders

arrival of orders

state of division budget

other budget questions

Library policy

Library instruction for
class

Valerie Burnie
Valerie Burnie
Teresa Pappas
Sheila Anderson
Valerie Burnie
Anne Bailey,
Judy Dye
Anne Bailey,
Judy Dye,
Anne Bailey,
Judy Dye
Bob Perrin
Bob Perrin
Valerie Burnie,
Bob Perrin

410, 411, 420, 421
410, 411, 420, 421
410, 411, 420, 421
410, 411, 420, 421
410, 411, 420, 421
410, 411, 420, 421
410, 411, 420, 421
410, 411, 420, 421
410, 411, 420, 421
410, 411, 420, 421
410, 411, 420, 421
410, 411, 420, 421
410, 411, 420, 421
410, 411, 420, 421
410, 411, 420, 421

Lost and Found

Public Safety

269

Notarizing papers

Brenda Weaver

322

Nurse

Kathy Norman

243

Orientation for new students

Carol Smith

336

Parking (faculty and student),
stickers and policy
enforcement, tickets

Public Safety

269

Pay checks: incorrect, delayed,
withholding, dates of, etc.

Treva Hamrick

323

Personnel records

Treva Harmick

323

Printing

Doyle Boggs,
Janella Koob

210, 211

Publicity

Doyle Boggs,
Janella Koob

210, 211

Public Safety

Mike Bruce

269
(578-7827
when
switchboard
is closed)

Records, student academic

Frances Hackett

222

Rooms:

regarding classes
reserved for meetings, etc.
(except Conference Room)
reserving Conference Room

Eric Jolly
Susan Smith
Toni McKissick

220, 221
336
200, 201

What happens?
to me?

Something
I don't
know

Security	Mike Bruce	269 (578-7827 when switchboard is closed)
Special Services Programs CORE Program	Malcolm Sanders	351
Students:		
organizations and activities	Jerry Baker	337
address, phone, schedule	Records Office	222
academic records	Frances Hackett	222
Supplies	School Secretary	
Talent Search	Malcolm Sanders	351
Testing: professional, personal, vocational, SAT applications		412
Traveling Road Shows	Tony Pappas	414, 415
Tutoring Lab	Hermenia Gardner	341
	Malcolm Sanders	351
Veterans	Al Gray	226, 227
Word Processing		
typing, composition	Gretchen Worth,	245
	Linda Bowen	245
duplicating, layout	Becca Thurmond	245

SERVICES

LIBRARY

The information below should answer the most frequently asked questions about the Library's policies and procedures, but if more information is needed, please call the Library. A copy of the Library Staff Manual is kept at the circulation desk for anyone who cares to look through it.

Circulation policies

Books are checked out for at least two weeks and are due the last date stamped on the date card.

Books may be renewed as many times as desired unless someone else requests them.

Books requested by someone else are called in on the date due; overdue books requested by someone else are called in immediately.

Fines are not charged for overdue books unless the borrower is late in returning them after the books have been called in for someone else's use.

All books should be returned before the end of each semester, and if they are not returned, the borrower is billed for them. The return of a book after the Library has ordered a replacement copy does not clear the borrower's record; the book must be paid for.

All books lost or badly damaged must be paid for by the borrower.

All Library records involving names of people requesting books or information and reference help are confidential and will not be made available.

A replacement fee is charged for lost library cards.

Borrowers are responsible for all books checked out on their cards; if a library card is missing or stolen, borrowers are responsible for all books checked out on the card before the date the Library is notified that the card is missing.

Reference works may be checked out by faculty members for twenty-four hours; a limit of two items at a time is enforced.

The latest issue of a periodical may be checked out by faculty members for twenty-four hours; a limit of two periodicals at a time is enforced.

Except for reference books and periodicals, circulation policies are the same for all USC at Spartanburg Library users.

Reserve material policies

For student and faculty convenience, required reading for courses may be put on reserve in the Library by instructors. Faculty members must fill out a Reserve Request Form (see example in "Sample Forms") for each class each semester. Please allow one week for the Library to process any materials you want on reserve. Faculty members determine what type of reserve they want from the kinds the Library offers, but for the time something is on reserve, all students using the material are bound by the Library's rules.

All items remain on reserve until the end of the term when they are automatically removed unless the faculty member notifies the Library earlier in writing or by phone that an item is no longer needed.

Bound periodicals and reference works owned by the USC at Spartanburg Library will not be put on reserve.

Any work owned by another Library will not be put on reserve except for works owned by Cooper Library in Columbia which may be placed on reserve for students in the Graduate Regional Studies Program.

Faculty members may not change the type of reserve they requested except by calling or writing to Teresa Pappas, Sheila Anderson, or Valerie Burnie.

Reserve materials are determined by faculty members; therefore, any record of which students checked out which item is available to the faculty member who placed the material on reserve.

Photocopies for reserve will not be made by any staff member in the Library; each faculty member is responsible for all photocopies he or she wants to place on reserve.

No material will be accepted for reserve if violation of the Copyright Law is involved.

Copying machines

If material owned by the Library is to be copied for non-personal use by a faculty member, the charge is absorbed by the Library.

Any material not owned by the USC at Spartanburg Library may not be copied on any machine in the Library without payment being made.

Faculty members who wish to copy Library owned material for non-personal use must call or come by the circulation desk each time copies are to be made if they send student workers to do this for them.

Interlibrary loans

Interlibrary loans for personal use are available through the Library. All fees are to be paid by the faculty member ordering the material.

Interlibrary loans which are for faculty members' classroom use, not for personal use, can be charged to the school. In order to charge such material, the faculty member must have a "Request for Direct Expenditure" form signed by the dean, and the form must be given to a reference librarian at the time the interlibrary loan is requested. Forms are available in school offices and in the Business Office. ILL Request Forms are available in the School Library (see example in "Sample Forms").

Failure to return interlibrary loan books on time will result in the loss of interlibrary loan services through the USCS Library.

Classes in search methodology

The librarians provide programs to teach the efficient use of the Library. Each faculty member wanting to make use of this service for classes should call the Library to make arrangements with a reference librarian.

Cooper Library, USC, Columbia

Faculty members from Spartanburg who wish to make use of borrowing privileges at Cooper Library must have a validated ID card; the validation sticker must be for the current school semester. Validation stickers are available in the Business Office on the Spartanburg campus.

It is possible to have ID cards made in Columbia on the USC campus in Pettigru Building on Monday - Friday, 9:00 a.m. - 5:00 p.m. It will be necessary to have proof that you are a faculty member on the Spartanburg campus. A note from the Business Office in Spartanburg is sufficient if you are not listed in the USC Directory.

If you are going to be at Cooper Library but have not had a chance to have an ID made, a note from the Business Office on the Spartanburg campus stating that you are a faculty member will be sufficient for you to check out books until you have an ID. However, in this case, Tom Marcell, Circulation Librarian at Cooper, requests that you call him so he can alert his staff. Tom's number is 4866 on the Columbia line.

Audiovisual Distribution Center

Filmstrips, records, slides, audiocassettes, video cassettes, kits, models, and games are available in the Library Audiovisual Distribution Center. These items do not circulate, but faculty members may check them out for classroom use and they may be put on reserve for courses. The AVDC has its own card catalog, and all materials are also listed in the main catalog in the library. Cards for these materials are identified by a red stripe on the left of the card and "AV Center" above the call number.

CHILD DEVELOPMENT CENTER

Day care services are available at the Burroughs Child Development Center, located on the campus. The hours of the regular program are from 7:30 a.m. to 5:30 p.m. Children who are three, four, or five years of age have the opportunity to be involved in a total learning experience.

The center's purpose is to help each child develop cognitively, emotionally, socially, and physically. Weekly field trips and resource people help give the children a better understanding of the world around them. A staff of certified teachers, senior citizens, volunteers, and students strive to meet individual needs of the children.

Breakfast and lunch are served to the child as well as two supplemented snacks which meet USDA requirements. Transportation is available. The cost is \$22.00 per week. Visitors are welcome.

In addition, an after-school drop-in day care service is available during the academic year from 3 p.m. to 8:30 p.m. Cost is 75¢ per hour for the first child in a family, \$100 for two children in the same family, and \$1.25 for three children in the same family.

TEST SCORER

A mechanical test scorer for correcting the multiple choice type of test is available in the Library Building, 2nd floor. Its operation can be explained by Susan Gilmore. The printed answer sheets that must be used with the scorer include space for answers to 100 questions, each with five choices. The answer sheets are available from school secretaries.

TRAVELING ROAD SHOWS

The Counseling and Career Development Center offers "Traveling Road Shows" for presentation in class, either as a change of pace or if a faculty member has to miss a class. The list that follows is of presentations already prepared, which can be given on short notice. If a new presentation is desired, a minimum of two weeks notice is needed.

What Else Can I Do With a Major in _____?

Psychology
Political Science
Sciences

Physical Education
Sociology
Education

The Career Development Center - Goals, Functions, Staff, and
Services to Faculty and Students.

How to Interview a Prospective Employer.

How to Fill in an Employment Application.

Values Clarification Exercise.

Group Career Exploration in One Hour.

How to Set Up a Placement File (For Seniors).

Career Education and the New Curriculum.

The World of Work.

I Can Be Anything (Film and Discussion).

Assertiveness Training - One Hour Introduction.

Group Administering of Tests and Inventories.

Self Directed Search
Edwards Personal Preference Scale
Allport Study of Values

Time Management for the College Student.

Submit requests with date required, course title, number of students per class, time of class, location, name, and telephone number. Call Carol Smith at 336 or Counseling Center at 412.

TUTORING LAB

The Tutoring Lab is open to all students at the University at no fee. The lab is staffed by faculty and student assistants who have been oriented to Lab procedures and policies. These staff members have had intensive in-service training to develop competent study skill techniques, to aid students who visit the Tutoring Lab, and to develop communicative skills in order to recognize primary student needs.

The Tutoring Lab represents a genuine concern of faculty representatives from all disciplines at the University to meet the needs of all students at the University.

The following areas are represented in the Tutoring Lab.

1. English
2. Mathematics
3. Physical Science, Business, Computer Science, Psychology, History and Sociology.
4. Study skills for ALL disciplines

The Tutoring Lab will operate from 8:30 a.m. to 6:30 p.m. Monday through Thursday or by appointment. Faculty may refer students to the Tutoring Lab as either a voluntary or mandatory undertaking. Attendance is mandatory if the faculty member makes attendance or specific improvements a requirement for satisfactory completion of the course.

The following forms (see "Sample Forms") will be used by the Tutoring Lab and faculty members in order to facilitate achievement of Lab goals:

- (1) Instructor's Lab Referral Sheet. This form should be used to refer a student to the Lab. The more complete and specific the information provided by the faculty member, the better prepared the Lab staff will be to aid the student.
- (2) Lab Acknowledgement of Student Referral. This form is simply a means of letting the faculty member know that the student referred to the Lab has reported to the Lab and requested assistance.
- (3) Instructor's Feedback Sheet. This form provides the Lab with feedback from the professors concerning Lab procedures and an evaluation of the student's development.

For additional information, contact Hermenia Gardner, ext. 341 or 343.

READABILITY EVALUATION OF TEXTBOOKS

Faculty members may request a readability evaluation of their textbooks or of new adoptions under consideration. The evaluation determines the reading level appropriate for the text, given as a class level (e.g., tenth grade reading level, thirteenth grade/or freshman reading level). Requests should be made to Dr. Jane Davisson, L225, ext. 343.

STUDY SKILLS PROGRAMS

One and two-day classroom programs may be requested by faculty members for their individual classes on:

- "How to Study"
- "Friend or Enemy-Tests"
- "There are Only 24 Hours in a Day"
- "How to Memorize"
- "Underlining or Outlining?"

Requests should be made to Dr. Jane Davisson, Director of Developmental Services, Ext. 343.

CAMPUS NURSE

The office of the campus nurse, Kathy Norman, is located in A301 (ext. 243). She provides nursing services for minor illnesses and first aid in care of injuries. She also teaches lab, so she will not be in her office at all times. If there is no answer at her extension, call 573-8173 and give your message at the sound of the beeper.

EMERGENCY PROCEDURE:

- (1) Should an emergency arise, notify the Public Safety Office, ext. 269. In case of accident or injury on campus, faculty members are normally asked to notify the campus nurse (Kathy Norman, ext. 243). If there is no answer, dial 9-573-8173 and state your extension or location. The nurse will get to a phone and call you back.
- (2) If the problem is in the nature of an emergency (heart attack or any situation obviously requiring an ambulance, etc.), call the switchboard operator before contacting anyone else so that emergency assistance can be on the scene more quickly. Then the campus nurse or security guards (evenings and weekends) can be contacted.

NATURAL AREA

A natural area, including nature trail, outdoor classroom and picnic area, was developed by the Student Government Association in 1975. It is located in the area of the Child Development Center. Reservations for the outdoor classroom are handled by the Student Affairs Office, Ext. 336. Anyone wishing to modify the area in any way should seek the approval of the Facilities Planning and Utilization Committee, which will establish guidelines for use in the area.

SCHOOL SECRETARIES

Each school has a secretary to aid the faculty members of the division in completing their job-related tasks. Deans establish their secretary's responsibilities and the procedures to be followed by school members. All travel vouchers, purchase orders, and requests for supplies are to be handled through school secretaries.

COUNSELING, CAREER DEVELOPMENT AND PLACEMENT SERVICES

Personal problem solving, career planning and placement services are provided by the Counselors in the Counseling and Career Development Center and the Hodge Center. The Career Development Center houses a career information library and a placement office.

The center offers programs in (1) Personal Counseling, (2) Career Planning and Development, and (3) Placement. Included in Career Planning and Development are such services as individual and group counseling, self-awareness programs and career exploration. Tests are administered as needed to determine students' interests and abilities. Presentations are made to students through the academic departments about career opportunities.

The Placement Office is responsible for the placement activities for all USCS students (including Nursing Students) and Alumni. Its primary function is to assist in finding and securing part-time and full-time employment. Job opportunities are posted on campus bulletin boards in the Media Center, Library Building and the Hodge Center. Deans of Schools are notified of interviewing opportunities available to students in their fields. Seniors are encouraged to register and set up credentials files prior to graduation.

A large career information library, including employer information, is provided for faculty and students. Several lists of employers' names and addresses are available for students desiring to make individual contact with employers, and credentials files are sent upon their requests.

Workshops are conducted throughout the year to provide assistance in filling out applications, writing resumes, job search techniques, and interviewing. The program is affiliated with the College Placement Council on the state, national and regional level. The center also has information on summer jobs for faculty.

The placement office is located in the Counseling and Career Developmental Center, 2nd floor, Media Building. Telephone 412 for more information.

STUDENT WITHDRAWALS

Students begin the withdrawal process at the Counseling and Career Development Center, where they are given the necessary forms. They will be directed to one of the Center's counselors so that reasons for the withdrawal may be determined and appropriate help offered. The withdrawal process will be explained to the student, and any questions as to the student's rights and responsibilities will be answered. A form notifying advisors of their advisees who intend to withdraw from USCS will be filled out at the Center and sent to the appropriate advisor. It is hoped that this monitoring process will result in clear information for those who wish to withdraw, an offer of assistance to those who may be desirous of remaining in school, and information concerning why students leave school so that retention efforts may be strengthened.

COOPERATIVE EDUCATION

Cooperative Education is a USCS program which integrates classroom study with planned, alternating, career-related work experiences in industry, business, and government agencies. Co-op can:

- * Give students experience in the world of work
- * Assist students in finances in their education
- * Give students the edge in finding full-time professional employment after graduation

The Cooperative Education Office is located in the Counseling and Career Development Center, 2nd floor, Media Building. Telephone 417 for further information.

AUDIOVISUAL SERVICES

Audiovisual services are available for all faculty and students. Services originate from the Director's office, M131. The department is staffed by Becky Gray, Director; Jane Bradley, Secretary/Technician; a Graphic Artist and various student assistants.

Services offered include:

Consultation on how media can be implemented in the classroom, i.e., which resources are best for specific needs; how to strengthen student retention with visuals; how to use resources as integral parts of teaching.

Assistance and/or consultation in preparing learning packages for specialized uses.

Catalogs for selection of films, tapes, etc. to be rented.

Demonstration in use and operation of equipment.

Available equipment:

16 mm projector	phonograph
8mm loop projector	filmstrip projector
8mm standard/super projector	sound/filmstrip projector
reel to reel audio tape recorder	35mm slide projector
cassette audio tape recorder	(Kodak carousel)
cassette audio tape player	Lantern slide projector
overhead projector	reel to reel B&W video tape
opaque projector	recorder with camera
portable reel to reel B&W video	3/4" color cassette video
tape recorder with camera	recorder--no color camera

The following types of audiovisual production are available on request:

dry mounting	darkroom services
35mm slides	- B&W prints
- lettering (tiles, tables graphs, etc.)	- color slides
- copy work	8mm filming
- duplicating	video taping
- diazo	audio tape duplicating
overhead transparencies	laminating
- thermal	print-ready graphics and drawings
- diazo	
- color lift	

To request services, call or bring ideas to Audiovisual Services (ext. 264/265). A work order will be completed and a completion date projected. More professional results are produced when ample time is allowed.

To request equipment:

Equipment must be scheduled 24 hours in advance with Jane Bradley. Equipment is locked in storage areas in each building. If equipment is reserved in advance, it may be picked up from:

In administration building - switchboard
 In Hodge Center - Mary Taylor
 In Library Building - Ellenor McCaughrin
 A/V Distribution Center
 In Media Building - Audiovisual Production Center

To request film rentals:

All film rental orders are handled through audiovisual services. Film Request Forms (see "Sample Forms") are available from audiovisual services (M134) and School Secretaries. Completed form should be returned to Jane Bradley for ordering.

Films are available from many sources. Catalogues will be found in M134. For films from free sources, University of South Carolina in Columbia, University of Iowa, Kent State and Indiana University, forms must be turned in at least two weeks in advance. For all other sources, at least four weeks is required. In general the earlier films are ordered, the greater the chance of confirmation. Unless otherwise stated, the films come for 1-3 days use and must be returned on time.

COMPUTER SERVICES

Computer service for academic and research is provided to Faculty members and students by the Computer Services Division. Consultants are provided to assist with programming and statistical and mathematical analysis, and offers short courses to acquaint users with procedures and programming languages.

The Division's capabilities are built around a Data 100 terminal which is linked to a central Amdahl AV6 in Columbia. Time-sharing terminals are also available. Support hardware, located on the Columbia campus, includes an Optical Mark Page Reader, a Calcomp Plotter and a Microfilm Output Unit.

Normal operations hours are:

Fall and Spring Semesters

8:00 a.m. - 9:00 p.m.	Monday through Thursday
8:00 a.m. - 5:00 p.m.	Friday
2:00 p.m. - 6:00 p.m.	Sunday

Summer Semesters

9:00 a.m. - 4:00 p.m.	Monday through Friday
-----------------------	-----------------------

Requests for additional services, such as tours or expended operation hours, must be directed to the Manager of Computer Services.

WORD PROCESSING CENTER

The Word Processing Center was established to provide administrative and clerical support services to faculty, staff and administrative personnel. Services include routine typing and duplication of tests, handouts, memoranda, correspondence, proposals and miscellaneous documents. The center also has magnetic card storage capabilities and a Lanier remote dictating system for special projects.

Operating as part of the Word Processing Center is a limited print shop featuring an IBM Selectric Composer, and A-M Automated Offset Printing System, a headliner, and a GBC Binder.

Priority service by the Word Processing Center is to the School of Humanities and Sciences. Typing and duplicating services for official correspondence and classroom materials are provided free of any charge to the School.

Other work for faculty in the School of Humanities and Sciences or any other departments and schools will be performed on a charge-back basis using funds in the school or departmental budget. Each job should be accompanied by a work order signed by the appropriate Dean or his or her designated representative.

Because of restrictions in the use of state funds and the auditing difficulties involved in accepting cash payments for Word Processing services, the center does not ordinarily accept non-university work from faculty, students, or the general public. The Director for Information Services will be happy to recommend commercial printers in Spartanburg for these services.

PARKING

It is the University of South Carolina at Spartanburg's practice to register vehicles of faculty members with the Public Safety Office. Vehicles are required to have a current parking decal fixed to the left rear bumper. Decals are not transferable and registrants agree to remove them on disposing of vehicles or on severance of University connection.

Traffic and parking regulations are published annually. Copies may be obtained from the Public Safety Office. Faculty and staff are expected to observe these regulations.

CAMPUS SECURITY AND EMERGENCIES

The Campus Security is located on the first floor of the Administration Building. This department handles all security matters, including traffic control. In case of an emergency dial, ext. 269. If there is no answer, call the USCS switchboard. Reports of thefts, vandalism, traffic accidents and other matters occurring on the campus and normally handled by the police should be promptly reported to the Campus Security. Nights and weekends call 578-7827.

Other emergency numbers include: County Police 582-6791; Fire Department 576-3211; Emergency Medical 585-9156. On internal University phones dial 9 to obtain an outside line.

MAIL SERVICE

Mail is collected from and delivered daily to all departments by the Campus Mail Service. Internal correspondence between departments, schools, and divisions of the University is also handled by this agency.

INFORMATION SERVICES

The Office of Information Services at USCS provides several important communication links within the campus community as well as the general public.

- (a) Media Relations - It is the policy of USCS to aggressively seek newspaper space and radio-TV time by being open and cooperative with the news media in all instances and by providing professional quality news releases and public service announcements through a central agency. Faculty are urged to assist in this program by responding freely and openly to any media questions regarding their area of expertise. Faculty or staff should generally avoid approaching the media or making statements to media about USCS Policies and Procedures without the assistance of the Associate Chancellor for University Relations or the Director for Information Services.
- (b) Publications - Information Services is responsible for the publication of the quarterly alumni tabloid "On Target," and a weekly publication for faculty and staff consisting of official announcements, unofficial campus notes and a calendar of events. Items for this latter publication may be submitted either to the Faculty Secretary-Elect or to the Office of Information Services.

As part of the effort to maintain a coordinated and economy-conscious printing program, all publications intended for outside distribution are reviewed by the Director for Information Services for practicality and accuracy. All printing which will be done by outside vendors must be undertaken through the Office of Information Services.

- (c) Speaker's Bureau - Faculty are urged to participate in this public service activity which provides free speakers to civic clubs, high school groups, and other organizations. An attractive brochure is published each year outlining topics, and the university will pay mileage for speaking engagements which require round trips of 30 miles or more. Participation in the Speaker's Bureau is considered evidence of university service in the promotion and tenure process.

RECREATIONAL FACILITIES

G. B. Hodge Physical Education Center. The University's Physical Education Center, outdoor fields, and outdoor courts are available for use by members of the faculty and their families.

Equipment available on a no-charge basis includes: badminton racquets, basketballs, footballs, golf clubs, jump ropes, medicine balls, volleyballs, ping pong equipment, soccer balls, softball equipment, and weights.

Locker Room and Clothing Fees. All faculty, staff, and dependents who wish to use the locker room and use a lock and locker may do so free of charge by checking with the Athletic Office.

Tennis Courts. The tennis complex, adjacent to the Child Development Center, should provide many enjoyable hours for both students and faculty. Physical Education classes and the tennis team have priority for use of the courts. Please check the rules, which are posted.

THE CAMPUS BOOKSTORE

The campus bookstore, located in the Hodge Center, offers to both students and faculty the necessary curriculum textbooks and other course related materials. In addition to a large selection of general trade books, it also makes available supplemental, campus oriented merchandise. At the appropriate times academic regalia and class rings are offered through the bookstore.

DUPLICATING FACILITIES

Each building is equipped with a spirit duplicator, a mimeograph copier and a xerox or IBM copier for the convenience of the faculty and staff.

SAMPLE FORMS

These forms are normally available from school secretaries.

Additional information is on the back of some forms.

DESK COPY REQUEST FORM

(Rev. November 1972)

(See notes at bottom)

Publishers and bookstores prefer that instructors write directly to the publishers for desk copies.

Date _____

To: _____
(Publisher)

(Street)

(City, State, Zip Code)

Your book _____
(Specify author, complete title, and edition)

Publishers Book Number _____

has been adopted as a _____ required _____ recommended text in my course _____

_____. My order for _____ copies of this
(Course number and Title) (Number)

text was placed with _____
(Name of Bookstore)

on _____ . I have not previously received a desk * or complimentary * copy of this
(Date)
text.

Name _____ Rank _____

Department _____

School _____

Street Address _____

City & State _____

1. This form should be used to request Desk copies only. Complimentary copies should be requested directly from the publisher on departmental stationery, including your rank, course title, and projected enrollment. It should be recognized that some publishers do not make complimentary copies available.
2. When ordering texts for class use please allow sufficient time for order processing, mailing, shipping, etc.
3. In order to standardize terminology, the Association of American Publishers, Inc. has adopted the following terms and definitions:

* Desk Copy - A book furnished free for a faculty member's use when copies of that book have been ordered for use in a specific course. A complimentary copy previously sent should be considered a desk copy on adoption.

* Complimentary Copy - A book sent to a faculty member for consideration for adoption.

On-Approval Copy - A book sent to a faculty member, accompanied by or followed by an invoice or bill seeking payment or return of the book within a specific period of time, for consideration toward purchase or course adoption.

Review Copy - A book sent to a journal, newspaper, or other periodical to be used for the (eventual) writing of a review.

Printed in U.S.A.

Textbook Procurement Form

Text and course material required for this course:

3-16-76



UNIVERSITY OF SOUTH CAROLINA
at SPARTANBURG
SPARTANBURG, S.C. 29303

Spartanburg 578-1800
Greenville 271-9111

EXAMINATION COPY
REQUEST FORM

DATE _____

TO: _____

STREET: _____

CITY, STATE, ZIP: _____

Gentlemen:

I would like an examination copy of the following book(s) _____

for possible adoption as a required text in my course _____

The course beings _____ and will have an approximate enrollment of _____
students.

I have not previously received a sample or desk copy of this book. Please send me
one.

NAME _____

DEPARIMENT _____

COLLEGE _____

OFFICE & CLASS HOURS

NAME _____

RANK _____

Soc. Sec. No.: _____

CLASS HOURS

CLASS NUMBER & SECTION	DAY	TIME	BLDG.	ROOM
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

OFFICE HOURS

BUILDING	OFFICE NO.	DAY	TIME
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

UNIVERSITY PHONE NUMBER - 578-1300

OFFICE EXTENSION _____

HOME PHONE NUMBER _____

HOME MAILING ADDRESS _____

CONTINUING EDUCATION COURSE PROPOSAL

Name of Course	(As would appear in catalog)
Description	(As would appear in catalog) (Include program objectives)
Number of Sessions and Length of Sessions	
Book Required	(Name, Author, Publisher, Cost)
Equipment Required	(Furnished by WSCS)
Materials Furnished By Students	
Week Preferred	
Time Preferred	
Target Groups if other than General Public	
CEU's Requested	(1 CEU= 10 hours of contact)
Facilities Required	
Other	

Miscellaneous: Instructors must furnish the following to comply with Southern Association Regulations:

- Current vita or resume
- Social Security number
- A brief outline of each session
- Samples of all classroom materials



INTERLIBRARY LOAN REQUEST**USCS LIBRARY****DATE** _____

Your name (please print) _____ Signature _____ *

Telephone _____ Status (check one) ☐ faculty ☐ undergraduate ☐ graduate student ☐ other **

The copyright law of the U.S. (Title 17 U.S. Code) governs the making of photocopies of copyrighted material. The library is bound by law to request copies only if doing so is not in violation of the law.

JOURNAL TITLE

Title of paper (or topic) _____ Author of Article _____

Volume _____ Issue No. or Month _____ Pages _____ Year _____

Source of Reference (where you found the above information) _____

BOOK AUTHOR

Book Title _____

Publisher _____ Place _____ Year _____ Volume or Edition _____

Source of Reference (where you found the above information) _____

***PLEASE NOTE:** Some libraries charge for interlibrary loans provided. If the lending library charges a fee for this service, the borrower must pay the full amount. Bills are payable when the material is picked up at the reference desk. Your signature above indicates your willingness to pay any necessary charges up to \$3.00. Should the charge exceed this amount, a cost estimate will be obtained for you before the material is requested.

****If you are not associated with USC-Sptbg., see a librarian; interlibrary loans are not usually processed for non-USC-Sptbg. library users.**

FOR LIBRARY USE ONLY

SEARCHED: (sources)

VERIFIED IN:

LOCATED IN:

RESERVE REQUEST FORMS

INSTRUCTOR'S NAME _____

COURSE NAME AND NUMBER _____

SEMESTER _____

TITLE OF ARTICLE

AUTHOR

KIND OF RESERVE

TITLE OF BOOK(S)

AUTHOR

KIND OF RESERVE

FOR RECORD USE ONLY

YEAR	TERM	TYPE

THIS SPACE FOR STUDENT RECORDS ONLY

FOR RECORD USE ONLY

MO	DA	YR

GRADE ROLL CORRECTION FORM

TYPE OF GRADE UPDATE _____

TERM _____ PAGE _____

THIS SPACE FOR INSTRUCTOR'S USE ONLY: (READ THE REVERSE SIDE OF THIS FORM BEFORE ENTERING ANY CORRECTIONS ON A STUDENT)

Student's Full Name		Student Number	Department Use Standard Abbreviation	P r e f i x	S u b f i x	Section	Credit	Grade	***CHECK ONLY ONE***			
(Last)	(First)	(Middle)				Use Leading Zeros	Use Leading Zeros		Attended This Class	Never Attended This Class	Dropped Course Officially Before Penalty Date	Misc. Change (explain below)
ENTER AS PRINTED ON GRADE ROLL												
1.												
2.												
3.												
4.												
5.												

USE ONE SHEET PER SECTION

BELOW AREA TO BE USED BY INSTRUCTOR TO GIVE BRIEF DESCRIPTION OF CORRECTION ON ANY STUDENT WITH A TYPE OF CHANGE SPECIFIED AS A MISCELLANEOUS CHANGE.

- _____
- _____
- _____
- _____
- _____

INSTRUCTOR'S SIGNATURE _____

THIS SPACE FOR STUDENT RECORDS ONLY

- _____
- _____
- _____
- _____
- _____



UNIVERSITY OF SOUTH CAROLINA

COLUMBIA, S. C. 29208

ADMINISTRATIVE AND EDUCATIONAL SERVICES

Office of the Registrar

TO: All Instructors
FROM: T. Luther Gunter, Registrar
SUBJECT: Grade Roll Corrections

The reverse side of this page is the form on which you can notify the Registrar's Office of apparent errors in the enrollment records of one of your classes. Note that one form is used for each section. If it is necessary to use this form, please fill it out completely (instructions below) and paper clip it to the original grade roll for that section. Please do not use staples. Note that this form can be used only in conjunction with an existing grade roll. On completion of all of your final grade sheets and corrections, please submit them to your department head, who will be responsible for turning in all final grade sheets from the department to Records Office by the pre-determined deadline.

Since this form will become a part of our permanent grade records, all entries must be completed as follows:

1. Student's full name (printed)
2. Student number (social security number)
3. Department, course, and section (exactly as printed on your final grade roll)
4. Credit hours assigned to the course
5. Grade (if applicable)
6. Type of change (mark only one with "X")
 - A. Attended this class but not on the roll - assign grade
 - B. Never attended this class - (possibly not enrolled in this section)
 - C. Dropped course officially before penalty date. Check this block only if your records indicate that an official Change of Schedule form was signed by you or your department. If you do not have a record of the official Change of Schedule form, the student should be assigned an appropriate grade.
 - D. Miscellaneous Change -
 - i. Credit (for variable credit only), audit problem (i.e., an apparent Auditor shown for credit or vice versa - indicate AUD for Auditor, letter grade for Non-auditor)
 - ii. Pass/Fail problem (P/F option shown in error or missing - include grade)
 - iii. Other - Explain as appropriate on lower line.

IMPORTANT: Your corrections help us straighten out enrollment problems remaining at grade time. However, before any change is processed the student's official registration material will be checked.

If our search uncovers an error in recording a student's registration, we will correct that error and take the action you request on this form. If no error is found, however, no change will be made. In that case, it is the responsibility of the student, having been notified by the Final Grade Report, to come and initiate whatever corrective action is appropriate.

Date _____

White — Routing Copy
Canary — Dean's Copy
Pink — Pending File

ASSIGNMENT OF "W" GRADE FOR MEDICAL REASON OR EXTENUATING CIRCUMSTANCES AFTER PENALTY DATE

A student withdrawing from the University or an individual course before the last date to withdraw without academic penalty will have no entry on his transcript for the course(s). A student withdrawing from the University or dropping a course *after* the free drop date will normally receive a grade of "WF." However, a grade of "W" may be assigned for a drop after the free drop date in exceptional cases requiring the concurrence of the appropriate academic dean and the instructor(s). This special assignment of the "W" grade is used primarily in cases of full withdrawal from the University during the term, or withdrawal from an individual course, for medical reasons. If approved by the academic dean and the instructor, a grade of "W" can be assigned for any course. The grade of "W" will not appear on the student's transcript until this request is approved and submitted to the Records Office. NOTE: in cases where the form is not returned to the Office of Student Records in 30 days from the date of withdrawal, the Registrar will make the decision.

In accordance with the withdrawal policy as set forth by the Faculty Senate, I request the following grade be assigned to:

Last Name	First	MI	Student Number	School/Major
-----------	-------	----	----------------	--------------

Date of Withdrawal _____ Term _____

For Individual Course Grades:

Department	Course Number	Section	Instructor	"X" Appropriate Box
				WF [] W []
				WF [] W []
				WF [] W []
				WF [] W []
				WF [] W []
				WF [] W []
				WF [] W []
				WF [] W []

Reason for this request: _____

Additional comments may be attached.

Approved by: _____
Dean's Signature

Return to: Student Records Office
Petigru College, Campus

Posted by: _____

White
Yellow
IBM Card

Records Office
Student's Copy
Computer Services

ADVANCED STANDING BY EXEMPTION OR BY EXAM

Last Name			First	Middle	STUDENT NUMBER				Check Digit
Social Security Number									
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100

FOR STUDENT RECORDS USE ONLY

Received by _____ Date _____

Recorded by _____ Date _____

Signature of Dean or Department Head _____

Signature of Instructor _____

UNIVERSITY OF NORTH CAROLINA
CHANGE OF SCHEDULE
PLEASE PRINT LAST, FIRST AND MIDDLE NAMES AND SOCIAL SECURITY NUMBER

Last Name			First	Middle	STUDENT NUMBER				Check Digit
Social Security Number									
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100

RIGHT JUSTIFY ALL BLOCKS
USE LEADING ZEROES

ARE YOU PRESENTLY A GRADUATE ASSISTANT PAYING REDUCED FEES? YES ☐ NO ☐

IF YES, YOU MUST HAVE THE APPROVAL OF THE DEAN OF THE GRADUATE SCHOOL.

ARE YOU PRESENTLY RECEIVING VETERANS' BENEFITS? YES ☐ NO ☐

PRESS FIRMLY USE BALL POINT PEN PLEASE PRESENT YOUR FEE RECEIPT WITH THIS FORM

White
Yellow
IBM Card

Records Office
Student's Copy
Data Control

MAKE-UP GRADE - INCOMPLETE (I)

Current Term: _____

Currently Enrolled: Yes ☐ No ☐

Last Name			First	Middle	STUDENT NUMBER				Check Digit
Social Security Number									
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100

FOR STUDENT RECORDS USE ONLY

Received by _____ Date _____

Recorded by _____ Date _____

Grade of "I" was assigned:
Semester _____ Year _____

Date work completed _____

Signature of Instructor _____

INSTRUCTOR'S LAB REFERRAL SHEET

Instructor's Name _____ Office Number _____

Course Taught _____ Telephone _____

Student's Name _____ Date _____

Please complete the following:

1. Why have you suggested the student visit the Lab ?
2. List student's specific needs.
3. How often are you requiring the student to visit the Lab ?
4. What specific date should the student begin visiting the Lab ?

After receiving this form referring a student to the Lab, I will
notify you as to when the student begins his Lab work.

Return this form to: Malcolm Sanders
Tutoring Lab Coordinator
L-243

TUTORING LABORATORY "INCOMPLETE"
INFORMATION SHEET AND CONTRACT

STUDENT _____ SOCIAL SECURITY # _____

ADDRESS _____ TELEPHONE # _____

ASSIGNMENTS OR COMPETENCIES COMPLETED IN COURSE TO DATE GRADE ASSIGNED IF (APPLICABLE)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

COMPETENCIES OR ASSIGNMENTS TO BE
COMPLETED IN THE TUTORING LAB (outline)

DATE COMPLETED

FACULTY INITIAL
APPROVAL

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

The final grade will be assigned by the course faculty member. The outlined assignments competencies will be completed in the Tutoring Laboratory under the direction of _____ during _____.

I, _____, agree to complete the above outlined assignments or competencies. The course instructor has explained the requirements to me and I agree to the above requirements.

(Student)

(date)

(This contract should be returned
to the Tutoring Lab Coordinator)

(Course faculty signature)

(date)

UNIVERSITY OF SOUTH CAROLINA
AT SPARTANBURG

APPLICATION FOR COURSE OFFERED AS INDEPENDENT STUDY

1. To be completed prior to registration and returned to the Office of Records and Admissions.
2. Due to the common practice of allowing Independent Studies during periods that do not conform to the academic calendar, it will be necessary that this completed form be returned to the Office of Records and Admissions prior to beginning of work.

STUDENT'S NAME _____

SOCIAL SECURITY NO. _____ SEMESTER _____ 19 _____

COURSE NUMBER _____ CREDIT HOURS _____

COURSE DESCRIPTION: (To be completed by instructor under whom work is to be done.)

I understand that completion of this form does not constitute registration, and that I must register for this course in the usual manner.

ADVISOR

STUDENT'S SIGNATURE

DATE

DIVISION CHAIRPERSON

INSTRUCTOR'S SIGNATURE

DATE

STUDENT IS TO PRESENT HIS COPY WHEN REGISTERING FOR THE COURSE.

cc: INSTRUCTOR
ADVISOR
RECORDS AND ADMISSIONS
STUDENT

FOR RECORDS USE ONLY:

() APPROVED

() DISAPPROVED

PURCHASE REQUISITION

For Purchasing Office Use

1. This Purchase Requisition is used to request all goods and services to be provided by outside vendors and the University Central Supply.
2. This Form is not to be used for requisitioning services or supplies from other University Departments.
3. Instructions for preparing this form are on the reverse side.

S
U S
G U
G P
E P
S L
T I
E E
D R

Date _____

Initiated by

Dept. Head

Dean or V.P.

Research Accounting

Equipment Purchases over \$250.00

Equipment Purchases over \$250.00
on Grant Accounts

Dept. No.	Fund	Class	Analytical		Department Name

[illegible]

Terms

F.O.B.

Approval to Purchase

Date Approved

Confirmation — P.O. No. _____ Material (has, has not) been received

Attach enclosed form to original purchase order

Invoice attached — forward to voucher clerk for payment

Indicate shipment is to be made direct to the address indicated above

Green Accounting Dept. Copy
Yellow Department Approved Copy
Pink Department File Copy

UNIVERSITY OF SOUTH CAROLINA
TRAVEL AUTHORIZATION FORM

T.A. No. **N^o 19454**

U.S.C. Dept. _____

Date _____
Mo. Day Yr.

SECTION I

Requested by _____
Name of Traveler (if more than one person, see reverse side of pink copy for instructions)

Social Security Number

For the purpose of _____

Duration of trip: From _____ To: _____
Mo. Day Yr. Mo. Day Yr.

Destination of Trip _____

Does this authorization supersede a previously approved trip? _____ If so, give T.A. No. _____

SECTION II

Method of Travel

Common Carrier

Bus []

Plane []

Railroad []

Other

Personal Vehicle []

University Vehicle []

Other - Explain _____

State of South Carolina regulations provide "that in traveling on business of the University, Faculty, and Staff are required to use the most economical mode of transportation". Please refer to the policies and procedures manual for the maximum travel expenses allowed.

Approval Subject To The Following

Full Reimbursement []

Transportation []

Subsistence only []

Other or % _____

SECTION III

Estimated Cost

Transportation (Do not include USC Vehicle) _____

Subsistence _____

*Other Expenses _____

Estimated Total Cost _____

*Explain _____

SECTION IV

Account(s) to be charged (see reverse side of pink copy for instructions)

Dept. Fund Class Analytical Amount

SECTION V

Approved

Dept. Head

Date

Dean, V. P. or Provost

Date

If trip plans are altered after submission of this form, the Controller's office must be notified. The travel expense voucher for reimbursement should be submitted within seven (7) days after return to campus. Lodging receipts must be attached to the travel expense voucher. Be sure to obtain other receipts whenever practical and attach them to your voucher. The University reserves the right not to reimburse expenditures without receipts.

SECTION I

Only one person per travel authorization if professional travel. If field travel, and more than one person is traveling, the individual designated responsible for the funds must be indicated, and he will be responsible for submitting the travel reimbursement form.

ACCOUNT INSTRUCTIONS

SECTION IV

In the first block entitled Dept., the first five digits of the Account which represent the Cost Center should be inserted.

In the second block entitled fund, the four digits beginning with an alphabetic character which represent the source of the monies (e.g. regular departmental, grants, etc.) should be inserted.

In the third block entitled Class the five digit expenditure code which represents the type travel should be inserted. Refer to the expenditure classification listing for the proper code.

The fourth block entitled Analytical should not be used unless this expenditure represents cost sharing with a grant or contract. If the expenditure does involve cost sharing, the section should include the following:

1. An upper case M should be inserted.
2. The five digit department (Cost Center) number where the grant or contract to be matched is located should be inserted.
3. The four digit fund number which identifies the particular grant or contract being matched should be inserted.

Rates and mileage rates
for the 1979-80 year —
effective August 1, 1979.

Please file for your
information and refer
to it as necessary.

Per diem rates 1978-79

Leaving before 6:30 a.m.

Breakfast

In-State

Out-of-State
(Urban area over 250,000)

\$2.50

\$3.25

Leaving before 10:30 a.m.
Returning after 2:00 p.m.

Lunch

\$3.50

\$4.25

Leaving before 5:00 p.m.
Returning after 8:30 p.m.

Dinner

\$6.00

\$7.50

Mileage rate 16¢ per mile.

Per diem rates 1979-80

Leaving before 6:30 a.m. up to 11:00 a.m.

Breakfast

In-State

Out-of-State
(Urban area over 250,000)

\$2.00

\$3.50

Leaving before 11:00 a.m.
Returning after 1:30 p.m.

Lunch

\$3.00

\$4.50

Leaving before 5:15 p.m.
Returning after 8:30 p.m.

Dinner

\$7.00

\$12.00

Mileage rate 18¢ per mile.

Do the expenditures below conclude all claims against this T. A.? ☐ Yes ☐ No

--	--	--	--	--	--	--	--	--

--	--	--	--	--	--

Department _____ (Address to be mailed)

[illegible]

*TENTATIVE

SECTION III		
Other expenses: List and attach receipts		
Items	Amount	
Total (Enter on line E Sect. IV)		

SECTION IV (SUMMARY)		
A	Total Mileage (6 A Section I)	
B	Total Air Fare (6 B Section I)	
C	Total Other Public Trans. (6 C Sect. I)	
D	Total Subsistence (Col. 3 Sect. II) *TENTATIVE	
E	Total Other Expenses (Total Section III)	
	GRAND TOTAL	

ACCOUNT(S) TO BE CHARGED				
Dept.	Fund	Class	Analytical	Amount

I certify that the above expenses are just and true and that the actual expenses were incurred on official business for the University of South Carolina.

SUBMIT APPROVED COPY OF TRAVEL AUTHORIZATION WITH THIS VOUCHER

Signature

Date _____

(ACCOUNTING DEPT. USE ONLY)

cc 1-2

cc 3-7

cc 9-14

cc 15-19

P3

Voucher Number

Voucher Date

Travel Authorization

cc 20-44

cc 45-50

cc 51-56

Name _____

Payable Date

Amount

cc 57-70

cc 71-75

cc 76

Dept.

Fund

Class

H. Check Number

Complete or Partial

INSTRUCTIONS

The number from the Travel Authorization Form must be included.

SECTION I

Columns 2 and 4 must be completed for the days of departure and return, give time and specify a.m. or p.m.

Column 6 is not to be completed if a University vehicle was used or if the University provided the common carrier ticket.

If private vehicle was used, show the miles driven and under 6 A the dollar amount to be paid, calculated at the established rate per mile. Refer to policy manual for rate.

If the University did not procure the common carrier ticket, show the total ticket cost on the day of departure under 6 B and attach copy of ticket.

Do not include taxi or limousine service in Section I — these should be reflected under Section III.

SECTION II

Columns 1, 2, and 3 should include in detail by day the cost incurred. Motel and hotel (lodging) receipts must be attached. Meal receipts should be attached if available. Meal costs are reimbursable based on the schedule in the Policy and Procedures Manual.

Enter the total of column 3 *Tentative on line D of the summary (Sect. IV).

*TENTATIVE — Subject to audit based on allowable amounts as stated in the U.S.C. Policy and Procedures Manual.

SECTION III

Remember that telephone/telegraph expenditures for business purposes shown on lodging receipts are to be listed here.

Taxi or limousine service should be reflected here.

SECTION IV

Totals from Sections I, II, and III are summarized and grand totaled here.

The University reserves the right not to reimburse expenditures without receipts.

Submit directly to the Controller's Office within seven days after completion of trip. If greater than Authorization, it must be counter approved with a brief explanation of the overage shown on the face of the voucher.

You should consult State and Federal Tax regulations for allowable Income adjustments on differences in expenses incurred and reimbursed. Maintain a copy of this document for your records.

intra-office memo

Date March 25, 1977

From: Transportation/Security Dept.

To: All users of vehicles

Subject: USCS motor vehicle request

USCS MOTOR VEHICLE REQUEST

All USCS vehicles are marked with State Seal and are for official travel only. All out of state travel must be approved by the Dean for Administration. If you are requesting a vehicle for out-of-state travel, please fill in the appropriate space.

TYPE OF VEHICLE REQUESTED: () Sedan, () Maxi-Van, () Station Wagon,
() Large Bus

NAME OF PERSON FILLING OUT REQUEST: _____

ACTIVITY AND SPONSOR REQUESTING VEHICLE: _____

WILL SPONSOR ACCOMPANY GROUP? YES() NO()

DESTINATION & FUNCTION: _____

DATE REQUIRED: _____

TIME REQUIRED: _____

APPROXIMATE MILEAGE ROUND TRIP: _____

DATE TO BE RETURNED: _____

TIME TO BE RETURNED: _____

NAME OF DRIVER: _____

DOES DRIVER HAVE VALID S.C. DRIVERS LICENSE? YES() NO()

APPROVAL BY DEPARTMENT HEAD OR DIVISIONAL CHAIRPERSON: _____

APPROVAL OF DEAN FOR ADMINISTRATION (for out of state travel) _____

LIST BELOW ALL PERSONS WHO WILL BE PASSENGERS. IF MORE SPACE IS NEEDED, USE
BACK OF PAGE.

TRAVEL REQUEST

ANTICIPATED EXPENDITURES

DATE		PLACE		TRANSPORTATION			ESTIMATED EXPENSES			
Month	Day	From	To	Miles	Amount	*Other	Lodge	Meals	*Other	Total

Purpose of Travel _____

Signature of Originator _____ Signature of Approval _____

ACTUAL EXPENDITURES

DATE	TIME AND PLACE			TRANSPORTATION			ACTUAL EXPENSES				Total		
	Month	Day	Depart	From	Arrive	To	Miles	Amount	**Other	Lodge		Meals	*Other

*OTHER (please specify) _____ *OTHER (please specify) _____

**U S C
AT
SPARTANBURG**

**FACULTY
HANDBOOK**

1979

Arche

13

13

1979

TABLE OF CONTENTS

I. ORGANIZATION

Faculty Senate	I-1
Faculty Committee Structure, General	I-1
Academic Affairs Executive & Divisional Committees	I-3
Academic Forward Planning Committee	I-4
Admissions and Petitions	I-4
Athletic Advisory	I-4
Cultural Affairs	I-5
Facilities Utilization and Planning	I-5
Faculty Advisory	I-5
Faculty Welfare	I-6
Library	I-6
Lifelong Learning	I-7
Promotion and Tenure	I-7
Promotion and Tenure Calendar	I-10
Student Affairs	I-11
Student Financial Aid	I-11
University Publications Board	I-12
Faculty Secretary	I-12
Faculty Secretary-Elect	I-12
Recording Secretary	I-12
University Marshal	I-13

II. PROCEDURES

Registration	II-1
Graduation	II-1
Meetings	II-1
Professional Travel	II-1
Office Hours	II-1
Tardiness - Absence	II-2
Pay Checks	II-2
Visiting Speakers	II-2
Graduate Study By Full-Time Faculty Members	II-2
Students' Rights of Privacy Regarding Grades	II-3
Academic Advisement and Records	II-3
Academic Discipline	II-4
Master Calendar	II-4
Personnel Information	II-4
New Courses	II-4
Independent Study Courses	II-5
Withdrawal of Veterans From A Class	II-5
Grade Reporting	II-5
Federal and State Grant Seeking	II-10
Post-Award Grant Activities	II-10
Room Use	II-11
Weather Emergency Announcements	II-11
Off Campus Telephone Calls	II-11
Whom to Call	II-12

TABLE OF CONTENTS (cont'd)

III. SERVICES

Library	III-1
Child Development Center	III-4
Test Scorer	III-4
Traveling Road Shows	III-4
Tutoring Lab	III-5
Readability Evaluation of Textbooks	III-6
Study Skills Programs	III-6
Campus Nurse	III-7
Emergency Procedure	III-7
Natural Area	III-7
School Secretaries	III-7
Counseling, Career Development and Placement Services	III-7
Student Withdrawals	III-8
Cooperative Education	III-9
Audiovisual Services	III-9
Computer Services	III-11
Word Processing Center	III-11
Parking	III-12
Campus Security and Emergencies	III-12
Mail Service	III-12
Information Services	III-13
Recreational Facilities	III-13
The Campus Bookstore	III-14
Duplicating Facilities	III-14

IV. SAMPLE FORMS

ORGANIZATION

FACULTY SENATE

Membership on the Senate is confined to individuals who are eligible to vote in general faculty meetings. Representation is allocated as follows: one representative for each five faculty members, or portion thereof, of the library and each academic division or school, plus five delegates elected at-large. The school (divisional) representatives are elected by secret ballot by members of that school (division) prior to the September faculty meeting, and at-large representatives are elected by secret ballot by all members of the faculty at the September meeting. The term of office is three years, with the term of one-third of the Senate expiring each year. The Faculty Secretary-elect and the Recording Secretary are also voting members of the Senate.

The presiding officer of the Senate is the Faculty Secretary, who is called the Chairperson of the Senate when acting as the presiding officer. The Faculty Secretary-elect presides over the Senate in the absence of the Faculty Secretary. The Faculty Recording Secretary serves as Secretary of the Faculty Senate. The Senate elects a clerk from a list of secretaries submitted by the Administrative Assistant to the Chancellor; the term of office is one year, with re-election possible.

All meetings of the Senate are open; all members of the faculty have the right to address the Senate. All votes taken in the Senate are by voice, unless an alternative method is desired by at least ten Senators. A decision passed by the Senate may be overruled by a majority of the faculty present at a regular or called faculty meeting. The Faculty Secretary must call a faculty meeting for the purpose of reconsidering an action of the Senate upon receipt of a petition signed by 25 percent of the voting members of the faculty.

The faculty delegates to the Senate all business except the election of faculty officers, committee members and at-large delegates to the Senate, and the consideration of other matters which the faculty wishes to reserve to itself. Regularly scheduled faculty meetings are held in September and April for the election of standing committee members, at-large delegates to the Senate, and faculty officers. Faculty committees make their reports directly to the Faculty Senate.

FACULTY COMMITTEE STRUCTURE--GENERAL

Terms. Terms of all appointed and elected members are for three years beginning in the first full month of the academic year, unless specified otherwise. No member may at one time serve as a voting member on more than two standing faculty committees.

Ex-officio Members. Ex-officio members are not considered to be members of a committee insofar as computing their maximum of two committee assignments is concerned. The role of ex-officio members of a committee is to serve in an advisory capacity. Ex-officio members should make available to the committee their knowledge, and they are not empowered

with a vote, except as noted, in the decisions of the committee. They should not attempt in any way to exercise control in the decisions of the committee except at the request of the committee. An ex-officio member of a committee cannot be elected chairperson of a committee since his or her membership is in an advisory capacity only. This provision is in accordance with an ex-officio member's not having voting rights, since the chairperson of a committee is normally allowed to vote in case of a tie. The Chancellor is an ex-officio member of all committees and will not be listed as such separately.

Chairperson. Each committee will elect its own chairperson annually during the first full month of the academic year, unless specified otherwise. The chairperson will vote only in case of a tie. A faculty member may chair only one committee.

Chairperson-elect. Each committee will also choose a chairperson-elect who will normally become a chairperson after one year. The chairperson-elect will preside in the absence of the chairperson.

Vacancies. Vacancies in committee membership caused by unexpired terms will be filled by appointment or election in accordance with the means by which the position originally was filled.

Appointments. All appointments to committees will be made by the Chancellor.

Responsibility. Committees serve in an advisory capacity to the Faculty and/or the Administration. Committee chairpersons will report all committee actions and recommendations in writing to the Faculty Secretary. All committee actions are advisory until confirmed by the Chancellor.

Elections. All elections will be made by majority vote of the Faculty after due notice of the election has been given.

Scope. It is understood that the duties of committees and their constituent personnel are drawn from and limited to the Spartanburg Campus, except where noted otherwise.

Names of Standing Committees. Academic Affairs, Academic Forward Planning, Admissions and Petitions, Athletic Advisory, Cultural Affairs, Facilities Utilization and Planning, Faculty Advisory, Faculty Welfare, Library, Lifelong Learning, Promotion and Tenure, Student Affairs, Student Financial Aid, University Publications Board.

Implementation. New committees will be activated as deemed necessary and approved by the Faculty. Changes in continuing committees will be made in the month in which the terms of their members are scheduled to begin. In order to fill committees in the first year, it will be necessary to appoint and elect some members for one-year or two-year terms only.

ACADEMIC AFFAIRS EXECUTIVE AND DIVISIONAL COMMITTEES

The Academic Affairs Committee consists of both school (or divisional) committees and an executive committee. Membership in these school (divisional) committees shall be constituted by either

- (a) at least one individual chosen to represent each recognized academic discipline within the school (division) that has three or more faculty within that discipline;
- (b) at least one individual chosen to represent all other academic disciplines having less than three faculty members in that school (division);
- (c) additional members selected at-large to make a total committee membership of five; or,
- (d) in the case of single discipline schools such as Education, Business Administration, and Nursing, a committee of five members selected at-large (provided that the areas of concentration and/or degree programs are equitably represented).

These committees should elect a chairperson from their membership whose responsibilities include

- (1) calling and conducting meetings as needed;
- (2) receiving and processing for dissemination of all proposals for curriculum change within the school (division);
- (3) recording and reporting business to executive committee chairperson;
- (4) designating one member to represent the school (divisional) committee on the executive committee.

The school (divisional) committee is primarily responsible for reviewing and evaluation all proposals for curriculum change initiated by members of that school (division). Their recommendations are forwarded to the executive committee for approval. However, the executive committee cannot revise or alter recommended proposals without the advice of the affected school's (division's) committee.

The Executive Committee is composed of six designated representatives from the schools (divisions). The following are ex-officio members:

Vice Chancellor for Academic Affairs
Director of Continuing Education
Head Librarian
Chairperson of the Academic Forward Planning Committee

Duties. To consider and recommend to the Faculty action on all requests for addition or deletion of courses made by the school

(divisional) committees. To review the various curricula of the Spartanburg Campus with special attention to duplication or obsolescence of courses. To consider matters concerning academic requirements and standards, and review current policies and practices for the purpose of making recommendations for changes therein to the Faculty. To consider problems of students who seek relief from the Spartanburg Campus and University scholastic regulations or who feel an injustice has been done them in their academic work. To advise the Associate Chancellor for Student Affairs regarding the academic aspects of orientation.

ACADEMIC FORWARD PLANNING COMMITTEE

Consists of six elected faculty members, one from each division, and three student representatives appointed annually by the Chancellor from nominations submitted by the Student Government Association. The Vice Chancellor for Academic Affairs is an ex-officio member.

Duties. To assist in the establishment of priorities for academic programs, the initiation of plans for new programs and concepts, and the cancellation of programs. The committee is expected to consult with appropriate individuals in the community. The committee shall meet at least once each semester with the Chancellor.

ADMISSIONS AND PETITIONS

Consists of six voting faculty members, three appointed and three elected. Each year one new member will be elected and one appointed. The Assistant Director of Admissions and the Vice Chancellor for Academic Affairs are ex-officio members. The Assistant Director of Admissions is to serve as committee secretary. The Committee may establish special procedures for reviewing applicants during summer terms.

Duties. To consider the USCS admissions policies within University guidelines and to recommend to the Faculty and the Chancellor any broad modification it may deem advisable. To suspend normal entrance and continuation requirements for individual students, as permitted by USCS and University guidelines.

NOTE: Two additional members will be elected to this committee for a two-year term (1979-81), while the committee and the Faculty Secretary attempt to streamline procedures and duties of the Committee. Also, during this time the Faculty Secretary may appoint temporary members to the Committee when a quorum of three voting members cannot otherwise be achieved.

ATHLETIC ADVISORY

Consists of six voting members, four faculty members, two appointed and two elected, and two student members appointed annually by the Chancellor from nominations submitted by the Student Government Association. The Athletic Director is an ex-officio member.

Duties. To rule on all questions of eligibility. To develop a philosophy regarding the athletic program and the scheduling of athletic events. To determine conference affiliations.

CULTURAL AFFAIRS

Consists of seven voting members, four elected faculty members and three students. The students are appointed annually by the Chancellor from nominations submitted by the Student Government Association. The chairperson-elect will serve as the USCS Representative to the Arts Council of Spartanburg County. Ex-officio members are the Associate Chancellor for Student Affairs and the Director for Information Services.

Duties. The committee will plan a convocations series and other cultural enrichment programs. The Associate Chancellor for Student Affairs will be responsible for contractual matters, the administration and implementation of the programs, and forward all information concerning cultural programs to the chairperson of the committee. The Director of Information Services will publicize the programs.

FACILITIES UTILIZATION AND PLANNING

Consists of three or more voting members:* two elected faculty members and one student member appointed by the Chancellor from nominations submitted by the Student Government Association. The faculty members shall be elected for staggered terms and may succeed themselves for one term. Additional faculty, student, or other members may be appointed by the Chancellor with the consent of the Faculty. Expansion of the committee as provided above is appropriate when special projects or space utilization problems are being considered. The Vice Chancellor for Academic Affairs and the Director for Development and Sponsored Projects are ex-officio members.

Duties. To advise the administration on the allocation of facilities--buildings and grounds--and on the planning of new facilities.

*NOTE: The Faculty Secretary will specify the total number after consulting with the Chancellor and the School (Division) Chairpersons on the anticipated work load of the Committee for the year. The Chancellor's appointments should be compatible with the anticipated tasks of the Committee during its upcoming year.

FACULTY ADVISORY

Consists of the elected chairpersons of all standing faculty committees, the Faculty Secretary, the Faculty Secretary-elect, and the Recording Secretary. The Vice Chancellor for Academic Affairs will be an ex-officio member. It normally will meet in the interval between regular monthly Senate meetings. The chairperson will be the Faculty Secretary and the secretary will be the Recording Secretary. It is to be understood that membership on the Faculty Advisory Committee is a part of the duties of all committee chairpersons and that this committee assignment does not count in computing the maximum of two committee assignments for each faculty member.

Duties. To study and report on matters which may be referred to it by the Faculty or the Chancellor or which the committee may wish to bring to the attention of the Faculty, and to recommend what action, if any, should be taken. It must present to the Faculty a slate of nominees for regular elective vacancies on committees at appropriate times, and it must present to the Chancellor a similar slate of nominees for appointive vacancies on committees at appropriate times.

FACULTY WELFARE

Consists of six voting full-time faculty members, three elected each year, without regard to academic rank.

Duties. To communicate to the appropriate administrative official in the form of suggestions the desires of faculty members pertaining to faculty welfare. To serve as a medium through which the faculty may suggest changes and modifications or make their thoughts relating to faculty welfare known. In general, areas of committee concern apply to the faculty as a whole rather than to individuals and include but are not restricted to:

- a. Fringe benefits, rank, and salary ranges within the University system.
- b. Policies regarding teaching load.
- c. Conduct and professional ethics.
- d. General faculty morale.

The committee hears appeals from any person dissatisfied with the decisions made regarding tenure or promotion. (This remains in effect pending administrative action on a "Grievance Procedure" passed by the Faculty Senate in 1979.)

LIBRARY

Consists of nine voting members: six faculty members, three appointed and three elected, broadly representative of the academic disciplines; and three student members appointed annually by the Chancellor from nominations submitted by the Student Government Association. The Vice Chancellor for Academic Affairs and the Head Librarian are ex-officio members.

Duties. To make recommendations on matters of library policy.

LIFELONG LEARNING

Consists of four elected and two appointed faculty members, representative of all voting units*; and two student members appointed annually by the Chancellor from nominations submitted by the Student Government Association. The Director of Continuing Education will serve as an ex-officio member.

Duties. To act as an advisory committee on matters of program and selection of key personnel in the continuing education program. It should examine the extent to which the University is meeting the educational needs of the community in curriculum and services and make proposals for improvements in serving these needs.

PROMOTION AND TENURE

Consists of nine voting faculty members, six elected and three appointed. Terms are for three years, with two members elected and one appointed each year. Only full-time faculty members with professorial ranks are eligible for committee membership. Each academic voting unit* is to be represented, but no more than two faculty members from the same voting unit shall serve at one time. Both regular and special elections of members of this committee shall be held in open faculty meeting with nominations from the floor. Members of this committee are elected in the spring.

Duties. To establish criteria for promotion and tenure and procedures for the operation of promotion and tenure policies subject to approval by the faculty and the Board of Trustees. In accordance with approved criteria and procedures, to make recommendations to the Chancellor regarding the granting of promotion and tenure.

INTERNAL OPERATING PROCEDURES AND POLICIES OF THE PROMOTION AND TENURE COMMITTEE AT THE UNIVERSITY OF SOUTH CAROLINA AT SPARTANBURG

1. Each September the committee will notify the faculty that if a faculty member wishes to be considered that year for promotion, or tenure, or both, he or she should request consideration from the committee and should prepare his/her file; also the committee will notify deans or equivalent academic officers to submit to the committee letters of recommendation and a list of faculty members they wish to recommend for consideration. The committee will notify the Vice Chancellor about the date for consideration so that he or she may have the opportunity to place relevant material in individuals' files.
2. Promotion and tenure files are privileged information and under the control of the committee. The files will be kept locked.

*"Voting units" for this purpose means the Schools of Education, Business Administration, and Nursing and each of the three divisions of the School of Humanities and Sciences.

3. The chairperson and the secretary of the committee, the Vice Chancellor and the respective deans will have access to the files. Two or more members of the committee may have access to the files during the period designated by the committee for reviewing files. The person removing the file must sign noting the time of examination of that file.
4. Each faculty member will have access to his or her own file and can see that material which is not confidential (see 5) when observed by the committee secretary or the assigned secretary. The committee secretary or assigned secretary will remove the envelope of confidential material until the faculty member has completed review of his/her file. The faculty member too will sign, noting the time of examination of his/her file.
5. The committee will provide maximum access, consistent with file security, by individuals to their own promotion and tenure files. However, letters or information submitted in confidence to the committee will be placed in sealed envelopes in the appropriate faculty members' files. Sealed envelopes will be retained by the secretary while a faculty member is reviewing his/her file. A summary of the contents of the sealed envelope in a faculty member's file will be made by the appropriate dean, verified by the Vice Chancellor, and made available to a faculty member upon request by the faculty member. A copy of the summary will be retained in the file.
6. A faculty member may have the staff secretary remove from the faculty member's file any duplicate material, except that in the confidential envelope, and any material placed in the file by the faculty member. To do so the faculty member should request, in writing and by item, that the material be removed.
7. The proceedings of the committee shall be confidential with respect to all written materials reviewed and all discussion of individual cases by the committee.
8. Members should refrain from participation in cases where their personal prejudices may unduly affect their judgment.
9. A faculty member will not serve on the Promotion and Tenure Committee during the year in which his or her case would receive active consideration. Any Promotion and Tenure Committee member who wishes to be considered for promotion, or tenure, or both, during the next academic year should resign from the committee before the spring Faculty Business Meeting at which the election of new committee members will be held. Also, a committee member will not participate in the deliberations where his or her spouse's case or that of a relative is under review.
10. For voting, files shall be grouped by the secretary into categories: (1) promotion to assistant professor, (2) promotion to associate professor, and (3) promotion to professor.

11. The chairperson shall conduct preliminary discussions on the files in each category, selecting files in random order within the categories. The procedure will be as follows: the committee will read and discuss all files to be voted on, noting a candidate's strengths and deficiencies, as well as inadequacies in his/her file. All persons to be voted on will then be sent a letter reminding them of the upcoming vote (this will remind those who have not notified the committee that they do not wish to be voted on). This notice may request by January 10 additional information where there are inadequacies in a candidate's file. In January the committee will complete its deliberations and vote.

To be recommended for promotion or tenure, a two-thirds majority of those voting, with a minimum of five affirmative votes, will be required. The specific reasons for voting for or against promotion and/or tenure should be included on the ballot. The vote will be considered binding unless a majority (5 members of the committee) asks that a particular case be reconsidered.

The committee may request, either orally or in writing, that matters of concern will be discussed by the Vice Chancellor with the candidate. Appeals will then be considered after a required 10-day appeal period. The committee will notify the Vice Chancellor of its recommendations and report statistics on its recommendations to the faculty.

12. A committee member's review and vote based on the information contained in the individual's file will reflect his or her best judgment concerning the overall strength or best interest of the institution, while at the same time considering the individual's interests under the stated rules for promotion and tenure.

PROMOTION AND TENURE CALENDAR*

- September 15 Notify the faculty that any faculty member wishing to be considered should submit a written request to the committee and should prepare his or her file.
- Notify division chairpersons/school deans to submit to the committee letters of recommendation and a list of faculty members they wish to recommend for consideration.
- Notify the Vice Chancellor for Academic Affairs about the date for consideration.
- October 31 Files closed except for student evaluations.
- November 30 Committee completes preliminary discussions and sends letters to all faculty members who are to be voted on. These letters call attention to matters raised in discussion which need further documentation in file. These files are reopened.
- January 10 Files closed for final deliberations.
- January 25 Voting complete--Vice Chancellor for Academic Affairs notified.
- February 1 Appeals period starts.
- February 10 Appeals period complete.
- February 18 Recommendations to Vice Chancellor for Academic Affairs. Report to faculty at next faculty meeting.

*Deadlines falling on non-working days will be carried over until the next working day.

STUDENT AFFAIRS

Consists of four elected voting faculty members broadly representative of the academic disciplines, and three voting student members. Student members are appointed annually by the Chancellor from nominations submitted by the Student Government Association. Two faculty members are elected each year. Ex-officio members are the President of the Student Body and the Associate Chancellor for Student Affairs; the latter will serve as secretary of the Student Affairs Committee. He or she may not serve as a member of an Honor Court.

Duties. To enforce the discipline policy of USCS with regard to academic infractions as well as other misconduct, and to examine the administration of discipline. To formulate recommendations concerning the allocation of disciplinary responsibilities. To consider campus policies regarding registration and orientation, and make recommendations to the Assistant Director for Student Affairs. To recommend to the faculty, policies toward extra-curricular student activities. To make recommendations to the Chancellor regarding the expenditure of student activity fees based on the recommended budgets approved by the Student Government Association.

Honor Court. When charges are brought against a student for academic or other infractions, an Honor Court will be appointed by the Committee chairperson to determine guilt. The Honor Court will consist of three faculty members and two student members of the Student Affairs Committee. In appointing the Faculty members of the Court, the chairperson is not restricted to the membership of the Student Affairs Committee.

The Associate Chancellor for Student Affairs will sit as an observer on the Honor Court. When a student is charged with an academic infraction, the Honor Court will include a faculty member from the academic area where the incident took place. The Honor Court will follow the trial procedure specified in the Student Handbook. The decision of the Honor Court may be reached with four members concurring. Decisions and recommendations concerning sanctions will be reported in writing immediately to the Associate Chancellor for Student Affairs who will assign appropriate penalties as provided in the Student Handbook.

STUDENT FINANCIAL AID

Consists of six elected faculty members, broadly representative of the academic disciplines and three student representatives appointed annually by the Chancellor from nominations submitted by the Student Government Association. The Director of Student Financial Aid is an ex-officio member.

Duties. To recommend to the Faculty the basis on which scholarships and loans will be granted. A subcommittee composed of the faculty members of the committee shall award the scholarships and review and approve the allocation of funds awarded by the Director of Student Financial Aid. The Director of Student Financial Aid shall inform the subcommittee (prior to the awarding date) of the scholarships and other financial aids available.

UNIVERSITY PUBLICATIONS BOARD

Consists of nine voting members: five faculty members, three elected and two appointed, and four students appointed annually by the Chancellor from nominations submitted by the Student Government Association. The Associate Chancellor for Student Affairs is an ex-officio member.

Duties. To nominate student editors for all student publications. Editorial appointments are for one year. To recommend the termination of an appointment should an editor fail to perform his/her duties in a suitable manner. To make recommendations to the Student Government Association and the Chancellor concerning budgets for USCS publications, including salaries to be paid editors. To develop and recommend to the Chancellor publication policies. To select faculty advisors for all publications. To encourage the development of publications which will enhance the USCS educational and extra-curricular programs.

FACULTY SECRETARY

The office of Faculty Secretary shall be filled by the previous year's Faculty Secretary-elect, who shall assume his/her duties after the last scheduled faculty meeting of the spring semester.

Duties. To serve as presiding officer of the faculty and as the chairperson of the Faculty Senate. The agenda will be prepared by the Faculty Secretary at least three days prior to each faculty meeting or Faculty Senate meeting, and circulated to the faculty.

To notify faculty members in writing of all regular and called meetings at least three days prior to the meeting days. To chair the Faculty Advisory Committee. To conduct the Administrative evaluation.

To cast the deciding vote in case of a tie in the voting on an issue before the Faculty or the Faculty Senate.

FACULTY SECRETARY-ELECT

The office of Faculty Secretary-elect shall be filled by one faculty member elected annually at the last scheduled faculty meeting of the academic year.

Duties. To assist the Faculty Secretary and to assume the duties of the Faculty Secretary in his/her absence. To succeed as Faculty Secretary the following year. The Faculty Secretary-elect is a member of the Faculty Senate and the Faculty Advisory Committee, but serves on no other standing committees.

RECORDING SECRETARY

The office of Recording Secretary shall be filled by one faculty member elected annually at the last scheduled faculty meeting of the academic year. He/she may be re-elected.

Duties. To record and distribute to the members of the faculty the written minutes of its meetings. To search the minutes of faculty and Faculty Senate meetings and annually publish a summary of faculty actions. To be a member of the Faculty Advisory Committee and act as its secretary. To serve as a voting member of the Faculty Senate.

UNIVERSITY MARSHAL

The office of University Marshal shall be an elected position filled by a faculty member. He/she is elected for a two-year term and may be re-elected.

Duties. To see that the ceremonial programs of USCS run smoothly, specifically to include the following: (1) to instruct Student Marshals in methods of accommodating an audience and to work out an ushering plan for the year with the Student Marshals; (2) to make seating arrangements, including platform seating, for all ceremonial programs, and to prepare a processional line-up for the faculty members; (3) to lead the processional march on ceremonial occasions.

PROCEDURES

REGISTRATION

A notice is sent annually to each faculty member from the Vice Chancellor for Academic Affairs giving the date on which all faculty are expected to return to begin work for each semester. Registration days are indicated on the academic calendar. All faculty are expected to be available to assist with the registration process. Deans notify faculty members of their specific duties at registration.

GRADUATION

The graduation of students is one of the most important events in the academic year. It represents the recognition of a student's achievement. Because of the significance of the occasion for the students and the institution, all faculty are expected to attend the graduation exercises. Caps and gowns may be rented in the spring through the bookstore if necessary.

MEETINGS

Classes are not scheduled for the noon hour on Monday, Wednesday, and Friday. This time is set aside for meetings and other functions. Faculty business meetings are regularly scheduled in September and April on dates to be announced. Faculty Senate meetings are held on the third Friday of each month. Faculty Advisory Committee meetings are held the second Friday of each month. Faculty committee meetings are called by the chairperson. These meetings are frequently called for the noon hour on Mondays, Wednesdays, or Fridays. There are occasions, however, when committee business and schedules necessitate meetings at other times. The chairpersons attempt, insofar as possible, to arrange times convenient for all members. Attendance at committee meetings, faculty business meetings, and other meetings such as those of a division or a school is a prime responsibility of every faculty member.

PROFESSIONAL TRAVEL

Attendance at and participation in professional association meetings is strongly encouraged by the University. Funds are available in each school for travel for faculty members in that school who are interested in attending such meetings. The deans can supply the faculty member with full information regarding the funds available for such purposes.

OFFICE HOURS

It is the philosophy of the University of South Carolina at Spartanburg that faculty and administrative personnel be easily available to students. Consequently, every faculty member is expected to post and maintain office hours. A schedule of five hours a week, or one hour each class day shall be considered as minimally acceptable. Each faculty member should submit a copy of his/her schedule to his/her dean.

TARDINESS-ABSENCE

Tardiness to class on the part of faculty members is frowned upon by the University. However, should an emergency delay any instructor from meeting class at the appointed hour, it has been generally agreed that students are under the obligation of waiting at least ten minutes past the scheduled class time.

In the case of illness or other emergency necessitating absence from class, the faculty member should notify his/her dean immediately so that arrangements can be made for the class. Deans are also charged with filing monthly attendance reports for their faculty with the Business Office.

PAY CHECKS

Faculty on nine-month contracts will normally receive their pay in 18 equal installments. Fall semester checks are available from the division secretary on August 31, September 15, September 30, October 15, October 31, November 15, November 30, December 15 and December 22. Spring semester checks are available on January 15, January 31, February 15, February 28, March 15, March 31, April 15, April 30 and May 15. Summer I checks come at the end of the term. Summer II salary is divided into two equal checks, available July 31 and the end of the term.

VISITING SPEAKERS

Any special convocations or other assemblies outside regular class meetings and involving off-campus speakers must have the approval of the Chancellor prior to the invitation of speakers or performers. Normally the recommendation should be submitted by the faculty member at least two weeks in advance of the desired date to allow time for reviewing the merits of the request and for scheduling on the University calendar. Nothing is official until the event has been cleared and added to the calendar in the Office of Student Affairs. After the event has been scheduled, the Associate Chancellor for Student Affairs and the Director for Information Services will assume responsibility for appropriate promotion and publicity.

GRADUATE STUDY BY FULL-TIME FACULTY MEMBERS

The improvement of professional qualifications by faculty members is encouraged. However, in order to minimize any disruption of the University of South Carolina at Spartanburg schedule and related activities, all plans for graduate study must be presented each semester to the appropriate dean, who will submit his/her recommendation to the Vice Chancellor for Academic Affairs for approval. Final approval rests with the Chancellor.

STUDENTS' RIGHT OF PRIVACY REGARDING GRADES

Faculty members must not post, as public information on bulletin boards, office doors, or elsewhere, any grade (daily quiz, hour quiz, midterm grade, final examination, or semester grade) of any student by name. Such practices, including associating a student's grades with his or her initials, have been determined by the courts to constitute an invasion of privacy. Class grades may be posted properly when the grade of an individual student on the list is associated with his/her social security number only.

In addition, the practice of leaving graded quiz papers indiscriminately outside faculty offices or on classroom tables could be interpreted as an invasion of privacy and is therefore prohibited.

ACADEMIC ADVISEMENT AND RECORDS

The Associate Chancellor for Student Affairs and the Deans of the Schools are responsible for the academic advisement program. The following are presently being used:

Assignment of Advisors

- (1) Entering freshmen students who are admitted as regular students and have declared a major will be assigned an academic advisor by the dean of their area.
- (2a) Undecided freshman students who are admitted as regular students will be assigned an academic advisor from a group of specially trained undecided advisors.
- (2b) When the undecided student makes a definite decision on a major, he/she will be reassigned to an advisor in that area by the dean of the appropriate school.
- (3) Entering freshmen students admitted as "branch specials" or scoring very low on placement tests will be advised by the Developmental Services Faculty until they are removed from the branch special status.
- (4) Advisors for students in the Bachelor of Arts/Bachelor of Science in Interdisciplinary Studies (formerly BGS) will be selected by the Coordinator of the BIS program, who will maintain all files on these students.
- (5) All transfer students are assigned to deans for advisement and evaluation of transcripts.
- (6) Deans will be responsible for maintaining records of students majoring in their areas. If a student changes his/her major, this file will be transmitted to the Student Affairs Office for reassignment.

- (7) Records for undecided students are housed in the Student Affairs Office. They will be released every semester to the advisor and returned to Student Affairs after the advisement period.
- (8) Records for students in BIS are housed in the Coordinator's Office.

ACADEMIC DISCIPLINE

The Student Affairs Committee handles infractions of academic discipline in the following manner:

- (1) The chairperson of the Committee is notified of the alleged infraction by a student or faculty member. An Honor Court consisting of three faculty members and two students is appointed by the chairperson.
- (2) All evidence, such as tests, papers, and names of witnesses should be given to the chairperson with a written statement explaining the alleged infraction. A faculty member should not confront a student and attempt to get a confession.
- (3) The "Code of Student Academic Responsibility" that is given to students is to be found in the USCS Student Handbook.
- (4) Questions regarding infractions and procedures should be referred to the Associate Chancellor for Student Affairs.

MASTER CALENDAR

A master calendar is maintained by the Student Affairs Office. All faculty, staff, and student organizations should contact the Student Affairs Office to place activities on the calendar as far in advance as possible.

PERSONNEL INFORMATION

The Personnel Office maintains the personnel files of all faculty members. Faculty members should notify the Personnel Office of any relevant academic activities, new degrees, changes in address or dependents, and other such information.

NEW COURSES

Faculty requests to have a new course approved for addition to the bulletin go first to the appropriate dean. The dean is responsible for completing the necessary form (see "Sample Forms") and submitting the request to the Academic Affairs Committee. If the Committee approves, the request is then submitted to the Faculty Senate for consideration. No course is to be entered on the schedule without being presented to the Faculty Senate.

INDEPENDENT STUDY COURSES

No student will be allowed to register for Independent Study unless he/she has completed the form "Application for Course Offered as Independent Study" (see "Sample Forms"). Any student desiring to take an Independent Study course should pick up this form in a dean's office, have it completed by the Instructor he/she is working under, and have all requested signatures on the form completed. The student should then bring the form for approval to the office of the Director for Admissions and Records, at which time he/she will be given a copy to bring to registration.

WITHDRAWAL OF VETERANS FROM A CLASS

All veterans and others who receive benefits from the Veterans Administration are responsible for informing the Veterans Officer of any change in enrollment status or withdrawal from USC at Spartanburg. If a veteran withdraws from a class the USCS Veterans Affairs Office asks that the faculty member notify the Veterans Affairs Office as soon as possible of the student's last date of attendance/pursuit by using any one or a combination of the following four methods:

- (1) last activity (including attendance) reflected in the instructor's records,
- (2) last papers submitted,
- (3) last examination completed,
- (4) student's reasonable statement of last date of attendance.

GRADE REPORTINGI. CLASS ROLLS

Class rolls are distributed to the Academic Departments four times during the regular semester (fall and spring) and three times during summer semesters. If you do not receive a roll, contact your dean to see if your roll has been misplaced. If the roll is lost, the dean's office should contact the Records Office for a copy of the roll.

A. Temporary Rolls

1. Temporary rolls are produced at the end of the last day of registration.
2. Temporary rolls should be used for reference only. Students who register late or drop and add your section will not be named on this roll.

B. Official Rolls

1. Official rolls are produced after the last day to add a course or change sections.
2. Official rolls should be considered accurate.
 - a. If a student is attending your course, but his or her name does not appear on your roll, advise the student to come to the Records Office.
 - b. If a student's name appears on your roll, but he or she has not been attending your course, check with the Records Office to see if the student has officially registered for the course.

C. Midterm Grade Rolls

1. Midterm grade rolls are produced after the last day to drop a course without penalty.
2. Errors on the midterm rolls should be corrected on grade roll correction forms.

D. Final Grade Rolls

1. Final grade rolls are produced approximately two weeks prior to the end of the semester.
2. Corrections to rolls must be made via grade roll correction form.

II. GRADE DESCRIPTIONS

A. Midterm Grades (S/U)

1. Space is provided on the roll for the Instructor to indicate a grade of S (Satisfactory) or U (Unsatisfactory).
2. Midterm grades are not posted to the student's permanent record nor are they computed into GPR.

B. Letter Grades (A, B+, B, C+, C, D+, D and F)

C. Pass-Fail Grading (S/U)

D. WF-W

1. WF is automatically assigned for withdrawal from a course after free drop date. The grade is treated as an F in the evaluation of GPR.

2. W is recorded on a student's permanent record for courses dropped after the last day of late registration but before the free drop date.
3. W may be assigned in exceptional cases to indicate satisfactory performance in courses from which a student withdraws after the free drop date. Forms are available in the Records Office.

E. Incomplete (I)

1. Indicates failure to complete some portion of the assigned work in a course.
2. By arrangement with the Instructor, the student will have 12 months in which to complete the work before a permanent grade will be recorded.

Note: A new policy covering Incompletes was adopted by the Faculty Senate in July 1979. Details of this procedure are currently being worked out.

F. Audit (AUD)

1. Indicates a course was carried on an audit basis.
2. The student is not responsible for any course work and the grade is not computed in totals.

G. No Record (NR)

1. Assigned by Records Office only, in the event an instructor fails to submit a student's grade.
2. Temporary grade, to be replaced by a valid letter grade. If no grade is assigned, the student automatically will receive credit at the end of the following semester.

III. FACULTY GRADE REPORTING \

All grades shall be due in the Office of the Director for Admissions and Records by that office. Grade sheets are to be hand-carried to the Records Office (not sent through the mail). The Director for Admissions and Records is responsible for delivery of the grades to the Office of Administrative Services on the Columbia campus for processing. Final grades for graduating seniors must be handed in one week before graduation and this contingency may call for an earlier examination.

A. Final Reports of Grades

1. The faculty member is responsible for entering a written grade for each student listed on the roll, a corresponding plugged grade in the optical scan area to the right, and an instructor signature in the space provided.
2. The faculty member cannot assign the following grades unless the option is indicated on the Grade Roll:
 - a. Pass-Fail grades can be assigned only when P/F has been preprinted near descriptions.
 - b. An Audit cannot be assigned on a grade roll. If the student has opted to audit the course at registration, the audit area will be automatically plugged by the computer and the grade of AUD printed.
 - c. A WF grade should not be assigned by the professor. If a student has late-dropped or officially withdrawn, the WF grade will be plugged automatically by the computer.
 - d. A W grade cannot be assigned by anyone but the Records Office upon receipt of the approved form from the student's Dean.
3. An I should never be used as a substitute grade when the grade cannot be assigned through fault of the instructor or school. Incompletes are computed as F in a student's GPR. It is best to leave the area blank and use a Grade Roll Correction form for explanation. The final grade should be forwarded to the Records Office by an official letter from the faculty member.
4. The detachable area on the right of the Grade Roll is to be used for posting grades within the department.

B. Grade Roll Corrections

Grade roll corrections (see "Sample Forms") are used by the instructor to help make corrections to the Final Grade Rolls and must be completed as follows:

1. Student's full name (printed)
2. Student Number (social security number)
3. Department course and section (exactly as printed on your final grade roll)
4. Credit hours assigned to the course
5. Grade, (if applicable)

6. Type of change (mark only one with "X")

- a. Attended this class but not on the roll--assign grade.
- b. Never attended this class (possibly not enrolled in this section)
- c. Dropped course officially before penalty date. Check this block if your records indicate that an official Change of Schedule form was signed by you or your department. If you do not have a record of the official Change of Schedule form, the student should be assigned an appropriate grade.
- d. Miscellaneous Change:
 - i. Credit (for variable credit only), audit problem (i.e., an apparent auditor shown for credit or vice versa--indicate AUD for auditor, letter grade for non-auditor)
 - ii. Pass/Fail problem (P/F option shown in error or missing--include grade)
 - iii. Other--Explain as appropriate on lower line.

IV. GRADE CHANGES/ERRORS IN RECORDING GRADES

- A. In case of error in reporting of final grades, the Instructor shall complete the approved form and send it to the Director of Admissions and Records, who shall then place the issue before the Academic Affairs Committee.
- B. If a student wishes to challenge his or her grade, it must be done before the end of the following semester.
- C. Special make-up work or examinations to change grades already recorded are not permitted.

V. WITHDRAWAL

A student withdrawing after the last day to drop a course without penalty may petition to receive a grade of W rather than WF by submitting an "Assignment W Grade for Medical Reasons or Extenuating Circumstances" to the Records Office. This form will be sent to the faculty member to determine if the student has earned a W or a WF. This form is to be returned to the Records Office.

FEDERAL AND STATE GRANT SEEKING

The Office for Development and Sponsored Projects (Administration 202, ext. 203) has the responsibility for coordinating federal, state, and foundation grant seeking. The office will assist faculty in locating funding sources and in getting the proposals written, typed, and supported. The following procedure is suggested for persons seeking grants:

- (1) Formulate the idea in one or two written pages.
- (2) Discuss the idea and the grant guidelines with the Director for Development and Sponsored Projects (Dr. Jan Yost).
- (3) Clear all grant proposals with the Director for Development and Sponsored Projects, the Vice Chancellor for Academic Affairs, the Chancellor, and the Office of Research (Columbia campus).
- (4) Seven working days prior to the grant deadline, submit a copy of the grant proposal, a completed Sponsored Project Review and Approval Form, and a completed GCR-1 Form (which also fulfills any required A-95 Clearinghouse review) to the Office of Research (Columbia campus).
- (5) The Vice President for Finance, University of South Carolina, signs grant proposals for the University system thereby financially obligating the University.

POST-AWARD GRANT ACTIVITIES

Once a federal, state, or foundation grant is awarded, it is necessary for the Director for Development and Sponsored Projects to monitor the handling of the grant. Therefore, the following procedures should serve as guidelines to grant recipients:

- (1) The hiring or transferring of any USCS personnel (whether the position is classified or unclassified, full- or part-time) must be communicated to the Director for Development and Sponsored Projects prior to offering the position to a candidate.
- (2) The purchase of equipment or supplies with grant funds must have the purchase requisition routed to the Director for Development and Sponsored Projects who will forward, upon clearance, to the USCS Business Office.
- (3) In general, the spending of any grant funds regardless of purpose (e.g., travel, foods, hiring of consultants, contracting for service, etc...) must be reviewed by the Director for Development and Sponsored Projects prior to committing USCS.

- (4) When grants require a cost share by USCS, the principal investigator must confer with the Director for Development and Sponsored Projects (1) at least two weeks prior to the grant start-up date, and (2) approximately two weeks after the grant start-up date. If the cost share is to continue beyond the semester in which it became effective, the principal investigator must again confer with the Director for Development and Sponsored Projects (1) at least two weeks prior to each affected semester, and (2) approximately two weeks after the beginning of each affected semester.

ROOM USE

Campus rooms and facilities are scheduled through the Student Affairs Office (ext. 336), once the class schedule is set. The use of any campus room or facility requires prior reservation.

WEATHER EMERGENCY ANNOUNCEMENTS

The Chancellor will determine when hazardous weather conditions warrant releasing employees from duty. When USCS is to be closed, announcements will be made by local media. Employees who have questions may call the switchboard.

OFF-CAMPUS TELEPHONE CALLS

To dial a number in the Spartanburg area, dial 9 and then the number.

For all other off-campus telephone calls it is necessary to first call the USCS switchboard by dialing "operator." For calls to the Greenville area, request the "Greenville line." For all other calls, request the "Columbia line." If there is a waiting list, the requestor will be called when his/her turn comes and will then be notified that the line requested is available. The requestor then hangs up the telephone and when it rings again it should be the requested line. The following procedures then apply:

Greenville line: dial the appropriate number

Columbia line:

On the Columbia campus, dial the extension (four digits)

Regional or Branch Campus of USCS, dial the extension (four digits)

In Columbia--off campus, dial 9 and then the number

In State (not in Columbia, Greenville, or Spartanburg)--
dial 9 - 1 - number

Out of State--dial 9 - 1 - Area Code - number

Long distance information--dial 1 - Area Code - 555-1212

WHOM TO CALL

Advisement, academic assigning advisors, supplying materials, keeping records	Carol Smith	337
Audiovisuals	Becky Gray	264, 265
ordering films	Jane Bradley	264, 265
reserving equipment	Jane Bradley	264, 265
Benefits	Treva Hamrick	323
Calendar, Master	Susan Smith	336
Computer Services	Manager of Computer Services	295
Cooperative Work-Study Program	Earl Gordon	413
Counseling students		
all kinds	Tony Pappas	412, 413, 414, 415
academic and personal	Carol Smith	336
	Earl Gordon	413
	Becky Edwards	412
career	Arthur George	414
CORE	Jan Lipscomb	405
Credit Union	Treva Hamrick	323
Emergency, accident or injury	Kathy Norman	243, beeper, 573-8173
Financial Aid, students	Al Gray	226, 227
	Evelyn Cohens	345
For Your Information (FYI, Faculty Newsletter)	Doyle Boggs	210
	Janella Koob	210
General Studies 121-122	Jane Davisson	341
placement of students in	Lou Hunley	371
Grants	Jan Yost	433
Handicap Officer	Earl Gordon	413
Jobs, part-time, full-time	Arthur George	414

Library:

reference questions	Valerie Burnie	410, 411, 420, 421
interlibrary loans	Valerie Burnie	410, 411, 420, 421
reserve material	Teresa Pappas	410, 411, 420, 421
	Sheila Anderson	410, 411, 420, 421
<u>choice</u> cards	Valerie Burnie	410, 411, 420, 421
submitting approved orders	Anne Bailey,	
	Judy Dye	410, 411, 420, 421
arrival of orders	Anne Bailey,	
	Judy Dye,	410, 411, 420, 421
state of division budget	Anne Bailey,	
	Judy Dye	410, 411, 420, 421
other budget questions	Bob Perrin	410, 411, 420, 421
Library policy	Bob Perrin	410, 411, 420, 421
Library instruction for	Valerie Burnie,	
class	Bob Perrin	410, 411, 420, 421
Lost and Found	Public Safety	269
Notarizing papers	Brenda Weaver	322
Nurse	Kathy Norman	243
Orientation for new students	Carol Smith	336
Parking (faculty and student), stickers and policy enforcement, tickets	Public Safety	269
Pay checks: Incorrect, delayed, withholding, dates of, etc.	Treva Hamrick	323
Personnel records	Treva Harmick	323
Printing	Doyle Boggs, Janella Koob	210, 211
Publicity	Doyle Boggs, Janella Koob	210, 211
Public Safety	Mike Bruce	269 (578-7827 when switchboard is closed)
Records, student academic	Frances Hackett	222
Rooms:		
regarding classes	Eric Jolly	220, 221
reserved for meetings, etc. (except Conference Room)	Susan Smith	336
reserving Conference Room	Toni McKissick	200, 201

Security	Mike Bruce	269 (578-7827 when switchboard is closed)
Special Services Programs CORE Program	Malcolm Sanders	351
Students:		
organizations and activities	Jerry Baker	337
address, phone, schedule	Records Office	222
academic records	Frances Hackett	222
Supplies	School Secretary	
Talent Search	Malcolm Sanders	351
Testing: professional, personal, vocational, SAT applications		412
Traveling Road Shows	Tony Pappas	414, 415
Tutoring Lab	Hermentia Gardner	341
	Malcolm Sanders	351
Veterans	Al Gray	226, 227
Word Processing		
typing, composition	Gretchen Worth,	245
	Linda Bowen	245
duplicating, layout	Becca Thurmond	245

SERVICES

LIBRARY

The information below should answer the most frequently asked questions about the Library's policies and procedures, but if more information is needed, please call the Library. A copy of the Library Staff Manual is kept at the circulation desk for anyone who cares to look through it.

Circulation policies

Books are checked out for at least two weeks and are due the last date stamped on the date card.

Books may be renewed as many times as desired unless someone else requests them.

Books requested by someone else are called in on the date due; overdue books requested by someone else are called in immediately.

Fines are not charged for overdue books unless the borrower is late in returning them after the books have been called in for someone else's use.

All books should be returned before the end of each semester, and if they are not returned, the borrower is billed for them. The return of a book after the Library has ordered a replacement copy does not clear the borrower's record; the book must be paid for.

All books lost or badly damaged must be paid for by the borrower.

All Library records involving names of people requesting books or information and reference help are confidential and will not be made available.

A replacement fee is charged for lost library cards.

Borrowers are responsible for all books checked out on their cards; if a library card is missing or stolen, borrowers are responsible for all books checked out on the card before the date the Library is notified that the card is missing.

Reference works may be checked out by faculty members for twenty-four hours; a limit of two items at a time is enforced.

The latest issue of a periodical may be checked out by faculty members for twenty-four hours; a limit of two periodicals at a time is enforced.

Except for reference books and periodicals, circulation policies are the same for all USC at Spartanburg Library users.

Reserve material policies

For student and faculty convenience, required reading for courses may be put on reserve in the Library by instructors. Faculty members must fill out a Reserve Request Form (see example in "Sample Forms") for each class each semester. Please allow one week for the Library to process any materials you want on reserve. Faculty members determine what type of reserve they want from the kinds the Library offers, but for the time something is on reserve, all students using the material are bound by the Library's rules.

All items remain on reserve until the end of the term when they are automatically removed unless the faculty member notifies the Library earlier in writing or by phone that an item is no longer needed.

Bound periodicals and reference works owned by the USC at Spartanburg Library will not be put on reserve.

Any work owned by another Library will not be put on reserve except for works owned by Cooper Library in Columbia which may be placed on reserve for students in the Graduate Regional Studies Program.

Faculty members may not change the type of reserve they requested except by calling or writing to Teresa Pappas, Sheila Anderson, or Valerie Burnie.

Reserve materials are determined by faculty members; therefore, any record of which students checked out which item is available to the faculty member who placed the material on reserve.

Photocopies for reserve will not be made by any staff member in the Library; each faculty member is responsible for all photocopies he or she wants to place on reserve.

No material will be accepted for reserve if violation of the Copyright Law is involved.

Copying machines

If material owned by the Library is to be copied for non-personal use by a faculty member, the charge is absorbed by the Library.

Any material not owned by the USC at Spartanburg Library may not be copied on any machine in the Library without payment being made.

Faculty members who wish to copy Library owned material for non-personal use must call or come by the circulation desk each time copies are to be made if they send student workers to do this for them.

Interlibrary loans

Interlibrary loans for personal use are available through the Library. All fees are to be paid by the faculty member ordering the material.

Interlibrary loans which are for faculty members' classroom use, not for personal use, can be charged to the school. In order to charge such material, the faculty member must have a "Request for Direct Expenditure" form signed by the dean, and the form must be given to a reference librarian at the time the interlibrary loan is requested. Forms are available in school offices and in the Business Office. ILL Request Forms are available in the School Library (see example in "Sample Forms").

Failure to return interlibrary loan books on time will result in the loss of interlibrary loan services through the USCS Library.

Classes in search methodology

The librarians provide programs to teach the efficient use of the Library. Each faculty member wanting to make use of this service for classes should call the Library to make arrangements with a reference librarian.

Cooper Library, USC, Columbia

Faculty members from Spartanburg who wish to make use of borrowing privileges at Cooper Library must have a validated ID card; the validation sticker must be for the current school semester. Validation stickers are available in the Business Office on the Spartanburg campus.

It is possible to have ID cards made in Columbia on the USC campus in Pettigru Building on Monday - Friday, 9:00 a.m. - 5:00 p.m. It will be necessary to have proof that you are a faculty member on the Spartanburg campus. A note from the Business Office in Spartanburg is sufficient if you are not listed in the USC Directory.

If you are going to be at Cooper Library but have not had a chance to have an ID made, a note from the Business Office on the Spartanburg campus stating that you are a faculty member will be sufficient for you to check out books until you have an ID. However, in this case, Tom Marcil, Circulation Librarian at Cooper, requests that you call him so he can alert his staff. Tom's number is 4866 on the Columbia line.

Audiovisual Distribution Center

Filmstrips, records, slides, audiocassettes, video cassettes, kits, models, and games are available in the Library Audiovisual Distribution Center. These items do not circulate, but faculty members may check them out for classroom use and they may be put on reserve for courses. The AVDC has its own card catalog, and all materials are also listed in the main catalog in the library. Cards for these materials are identified by a red stripe on the left of the card and "AV Center" above the call number.

CHILD DEVELOPMENT CENTER

Day care services are available at the Burroughs Child Development Center, located on the campus. The hours of the regular program are from 7:30 a.m. to 5:30 p.m. Children who are three, four, or five years of age have the opportunity to be involved in a total learning experience.

The center's purpose is to help each child develop cognitively, emotionally, socially, and physically. Weekly field trips and resource people help give the children a better understanding of the world around them. A staff of certified teachers, senior citizens, volunteers, and students strive to meet individual needs of the children.

Breakfast and lunch are served to the child as well as two supplemented snacks which meet USDA requirements. Transportation is available. The cost is \$22.00 per week. Visitors are welcome.

In addition, an after-school drop-in day care service is available during the academic year from 3 p.m. to 8:30 p.m. Cost is 75¢ per hour for the first child in a family, \$100 for two children in the same family, and \$1.25 for three children in the same family.

TEST SCORER

A mechanical test scorer for correcting the multiple choice type of test is available in the Library Building, 2nd floor. Its operation can be explained by Susan Gilmore. The printed answer sheets that must be used with the scorer include space for answers to 100 questions, each with five choices. The answer sheets are available from school secretaries.

TRAVELING ROAD SHOWS

The Counseling and Career Development Center offers "Traveling Road Shows" for presentation in class, either as a change of pace or if a faculty member has to miss a class. The list that follows is of presentations already prepared, which can be given on short notice. If a new presentation is desired, a minimum of two weeks notice is needed.

What Else Can I Do With a Major in _____?

Psychology
Political Science
Sciences

Physical Education
Sociology
Education

The Career Development Center - Goals, Functions, Staff, and Services to Faculty and Students.

How to Interview a Prospective Employer.

How to Fill in an Employment Application.

Values Clarification Exercise.

Group Career Exploration in One Hour.

How to Set Up a Placement File (For Seniors).

Career Education and the New Curriculum.

The World of Work.

I Can Be Anything (Film and Discussion).

Assertiveness Training - One Hour Introduction.

Group Administering of Tests and Inventories.

Self Directed Search

Edwards Personal Preference Scale

Allport Study of Values

Time Management for the College Student.

Submit requests with date required, course title, number of students per class, time of class, location, name, and telephone number. Call Carol Smith at 336 or Counseling Center at 412.

TUTORING LAB

The Tutoring Lab is open to all students at the University at no fee. The lab is staffed by faculty and student assistants who have been oriented to Lab procedures and policies. These staff members have had intensive in-service training to develop competent study skill techniques, to aid students who visit the Tutoring Lab, and to develop communicative skills in order to recognize primary student needs.

The Tutoring Lab represents a genuine concern of faculty representatives from all disciplines at the University to meet the needs of all students at the University.

The following areas are represented in the Tutoring Lab.

1. English
2. Mathematics
3. Physical Science, Business, Computer Science, Psychology, History and Sociology.
4. Study skills for ALL disciplines

The Tutoring Lab will operate from 8:30 a.m. to 6:30 p.m. Monday through Thursday or by appointment. Faculty may refer students to the Tutoring Lab as either a voluntary or mandatory undertaking. Attendance is mandatory if the faculty member makes attendance or specific improvements a requirement for satisfactory completion of the course.

The following forms (see "Sample Forms") will be used by the Tutoring Lab and faculty members in order to facilitate achievement of Lab goals:

- (1) Instructor's Lab Referral Sheet. This form should be used to refer a student to the Lab. The more complete and specific the information provided by the faculty member, the better prepared the Lab staff will be to aid the student.
- (2) Lab Acknowledgement of Student Referral. This form is simply a means of letting the faculty member know that the student referred to the Lab has reported to the Lab and requested assistance.
- (3) Instructor's Feedback Sheet. This form provides the Lab with feedback from the professors concerning Lab procedures and an evaluation of the student's development.

For additional information, contact Hermenia Gardner, ext. 341 or 343.

READABILITY EVALUATION OF TEXTBOOKS

Faculty members may request a readability evaluation of their textbooks or of new adoptions under consideration. The evaluation determines the reading level appropriate for the text, given as a class level (e.g., tenth grade reading level, thirteenth grade/or freshman reading level). Requests should be made to Dr. Jane Davisson, L225, ext. 343.

STUDY SKILLS PROGRAMS

One and two-day classroom programs may be requested by faculty members for their individual classes on:

"How to Study"
"Friend or Enemy-Tests"
"There are Only 24 Hours in a Day"
"How to Memorize"
"Underlining or Outlining?"

Requests should be made to Dr. Jane Davisson, Director of Developmental Services, Ext. 343.

CAMPUS NURSE

The office of the campus nurse, Kathy Norman, is located in A301 (ext. 243). She provides nursing services for minor illnesses and first aid in care of injuries. She also teaches lab, so she will not be in her office at all times. If there is no answer at her extension, call 573-8173 and give your message at the sound of the beeper.

EMERGENCY PROCEDURE:

- (1) Should an emergency arise, notify the Public Safety Office, ext. 269. In case of accident or injury on campus, faculty members are normally asked to notify the campus nurse (Kathy Norman, ext. 243). If there is no answer, dial 9-573-8173 and state your extension or location. The nurse will get to a phone and call you back.
- (2) If the problem is in the nature of an emergency (heart attack or any situation obviously requiring an ambulance, etc.), call the switchboard operator before contacting anyone else so that emergency assistance can be on the scene more quickly. Then the campus nurse or security guards (evenings and week-ends) can be contacted.

NATURAL AREA

A natural area, including nature trail, outdoor classroom and picnic area, was developed by the Student Government Association in 1975. It is located in the area of the Child Development Center. Reservations for the outdoor classroom are handled by the Student Affairs Office, Ext. 336. Anyone wishing to modify the area in any way should seek the approval of the Facilities Planning and Utilization Committee, which will establish guidelines for use in the area.

SCHOOL SECRETARIES

Each school has a secretary to aid the faculty members of the division in completing their job-related tasks. Deans establish their secretary's responsibilities and the procedures to be followed by school members. All travel vouchers, purchase orders, and requests for supplies are to be handled through school secretaries.

COUNSELING, CAREER DEVELOPMENT AND PLACEMENT SERVICES

Personal problem solving, career planning and placement services are provided by the Counselors in the Counseling and Career Development Center and the Hodge Center. The Career Development Center houses a career information library and a placement office.

The center offers programs in (1) Personal Counseling, (2) Career Planning and Development, and (3) Placement. Included in Career Planning and Development are such services as individual and group counseling, self-awareness programs and career exploration. Tests are administered as needed to determine students' interests and abilities. Presentations are made to students through the academic departments about career opportunities.

The Placement Office is responsible for the placement activities for all USCS students (including Nursing Students) and Alumni. Its primary function is to assist in finding and securing part-time and full-time employment. Job opportunities are posted on campus bulletin boards in the Media Center, Library Building and the Hodge Center. Deans of Schools are notified of interviewing opportunities available to students in their fields. Seniors are encouraged to register and set up credentials files prior to graduation.

A large career information library, including employer information, is provided for faculty and students. Several lists of employers' names and addresses are available for students desiring to make individual contact with employers, and credentials files are sent upon their requests.

Workshops are conducted throughout the year to provide assistance in filling out applications, writing resumes, job search techniques, and interviewing. The program is affiliated with the College Placement Council on the state, national and regional level. The center also has information on summer jobs for faculty.

The placement office is located in the Counseling and Career Developmental Center, 2nd floor, Media Building. Telephone 412 for more information.

STUDENT WITHDRAWALS

Students begin the withdrawal process at the Counseling and Career Development Center, where they are given the necessary forms. They will be directed to one of the Center's counselors so that reasons for the withdrawal may be determined and appropriate help offered. The withdrawal process will be explained to the student, and any questions as to the student's rights and responsibilities will be answered. A form notifying advisors of their advisees who intend to withdraw from USCS will be filled out at the Center and sent to the appropriate advisor. It is hoped that this monitoring process will result in clear information for those who wish to withdraw, an offer of assistance to those who may be desirous of remaining in school, and information concerning why students leave school so that retention efforts may be strengthened.

COOPERATIVE EDUCATION

Cooperative Education is a USCS program which integrates classroom study with planned, alternating, career-related work experiences in industry, business, and government agencies. Co-op can:

- * Give students experience in the world of work
- * Assist students in finances in their education
- * Give students the edge in finding full-time professional employment after graduation

The Cooperative Education Office is located in the Counseling and Career Development Center, 2nd floor, Media Building. Telephone 417 for further information.

AUDIOVISUAL SERVICES

Audiovisual services are available for all faculty and students. Services originate from the Director's office, M131. The department is staffed by Becky Gray, Director; Jane Bradley, Secretary/Technician; a Graphic Artist and various student assistants.

Services offered include:

Consultation on how media can be implemented in the classroom, i.e., which resources are best for specific needs; how to strengthen student retention with visuals; how to use resources as integral parts of teaching.

Assistance and/or consultation in preparing learning packages for specialized uses.

Catalogs for selection of films, tapes, etc. to be rented.

Demonstration in use and operation of equipment.

Available equipment:

16 mm projector	phonograph
8mm loop projector	filmstrip projector
8mm standard/super projector	sound/filmstrip projector
reel to reel audio tape recorder	35mm slide projector
cassette audio tape recorder	(Kodak carousel)
cassette audio tape player	Lantern slide projector
overhead projector	reel to reel B&W video tape
opaque projector	recorder with camera
portable reel to reel B&W video	3/4" color cassette video
tape recorder with camera	recorder--no color camera

The following types of audiovisual production are available on request:

dry mounting	darkroom services
35mm slides	- B&W prints
- lettering (tiles, tables graphs, etc.)	- color slides
- copy work	8mm filming
- duplicating	video taping
- diazo	audio tape duplicating
overhead transparencies	laminating
- thermal	print-ready graphics and drawings
- diazo	
- color lift	

To request services, call or bring ideas to Audiovisual Services (ext. 264/265). A work order will be completed and a completion date projected. More professional results are produced when ample time is allowed.

To request equipment:

Equipment must be scheduled 24 hours in advance with Jane Bradley. Equipment is locked in storage areas in each building. If equipment is reserved in advance, it may be picked up from:

In administration building - switchboard
In Hodge Center - Mary Taylor
In Library Building - Ellenor McCaughrin
A/V Distribution Center
In Media Building - Audiovisual Production Center

To request film rentals:

All film rental orders are handled through audiovisual services. Film Request Forms (see "Sample Forms") are available from audiovisual services (M134) and School Secretaries. Completed form should be returned to Jane Bradley for ordering.

Films are available from many sources. Catalogues will be found in M134. For films from free sources, University of South Carolina in Columbia, University of Iowa, Kent State and Indiana University, forms must be turned in at least two weeks in advance. For all other sources, at least four weeks is required. In general the earlier films are ordered, the greater the chance of confirmation. Unless otherwise stated, the films come for 1-3 days use and must be returned on time.

COMPUTER SERVICES

Computer service for academic and research is provided to Faculty members and students by the Computer Services Division. Consultants are provided to assist with programming and statistical and mathematical analysis, and offers short courses to acquaint users with procedures and programming languages.

The Division's capabilities are built around a Data 100 terminal which is linked to a central Amdahl AV6 in Columbia. Time-sharing terminals are also available. Support hardware, located on the Columbia campus, includes an Optical Mark Page Reader, a Calcomp Plotter and a Microfilm Output Unit.

Normal operations hours are:

Fall and Spring Semesters

8:00 a.m. - 9:00 p.m.	Monday through Thursday
8:00 a.m. - 5:00 p.m.	Friday
2:00 p.m. - 6:00 p.m.	Sunday

Summer Semesters

9:00 a.m. - 4:00 p.m.	Monday through Friday
-----------------------	-----------------------

Requests for additional services, such as tours or expended operation hours, must be directed to the Manager of Computer Services.

WORD PROCESSING CENTER

The Word Processing Center was established to provide administrative and clerical support services to faculty, staff and administrative personnel. Services include routine typing and duplication of tests, handouts, memoranda, correspondence, proposals and miscellaneous documents. The center also has magnetic card storage capabilities and a Lanier remote dictating system for special projects.

Operating as part of the Word Processing Center is a limited print shop featuring an IBM Selectric Composer, and A-M Automated Offset Printing System, a headliner, and a GBC Binder.

Priority service by the Word Processing Center is to the School of Humanities and Sciences. Typing and duplicating services for official correspondence and classroom materials are provided free of any charge to the School.

Other work for faculty in the School of Humanities and Sciences or any other departments and schools will be performed on a charge-back basis using funds in the school or departmental budget. Each job should be accompanied by a work order signed by the appropriate Dean or his or her designated representative.

Because of restrictions in the use of state funds and the auditing difficulties involved in accepting cash payments for Word Processing services, the center does not ordinarily accept non-university work from faculty, students, or the general public. The Director for Information Services will be happy to recommend commercial printers in Spartanburg for these services.

PARKING

It is the University of South Carolina at Spartanburg's practice to register vehicles of faculty members with the Public Safety Office. Vehicles are required to have a current parking decal fixed to the left rear bumper. Decals are not transferable and registrants agree to remove them on disposing of vehicles or on severance of University connection.

Traffic and parking regulations are published annually. Copies may be obtained from the Public Safety Office. Faculty and staff are expected to observe these regulations.

CAMPUS SECURITY AND EMERGENCIES

The Campus Security is located on the first floor of the Administration Building. This department handles all security matters, including traffic control. In case of an emergency dial, ext. 269. If there is no answer, call the USCS switchboard. Reports of thefts, vandalism, traffic accidents and other matters occurring on the campus and normally handled by the police should be promptly reported to the Campus Security. Nights and weekends call 578-7827.

Other emergency numbers include: County Police 582-6791; Fire Department 576-3211; Emergency Medical 585-9156. On internal University phones dial 9 to obtain an outside line.

MAIL SERVICE

Mail is collected from and delivered daily to all departments by the Campus Mail Service. Internal correspondence between departments, schools, and divisions of the University is also handled by this agency.

INFORMATION SERVICES

The Office of Information Services at USCS provides several important communication links within the campus community as well as the general public.

- (a) Media Relations - It is the policy of USCS to aggressively seek newspaper space and radio-TV time by being open and cooperative with the news media in all instances and by providing professional quality news releases and public service announcements through a central agency. Faculty are urged to assist in this program by responding freely and openly to any media questions regarding their area of expertise. Faculty or staff should generally avoid approaching the media or making statements to media about USCS Policies and Procedures without the assistance of the Associate Chancellor for University Relations or the Director for Information Services.
- (b) Publications - Information Services is responsible for the publication of the quarterly alumni tabloid "On Target," and a weekly publication for faculty and staff consisting of official announcements, unofficial campus notes and a calendar of events. Items for this latter publication may be submitted either to the Faculty Secretary-Elect or to the Office of Information Services.

As part of the effort to maintain a coordinated and economy-conscious printing program, all publications intended for outside distribution are reviewed by the Director for Information Services for practicality and accuracy. All printing which will be done by outside vendors must be undertaken through the Office of Information Services.

- (c) Speaker's Bureau - Faculty are urged to participate in this public service activity which provides free speakers to civic clubs, high school groups, and other organizations. An attractive brochure is published each year outlining topics, and the university will pay mileage for speaking engagements which require round trips of 30 miles or more. Participation in the Speaker's Bureau is considered evidence of university service in the promotion and tenure process.

RECREATIONAL FACILITIES

G. B. Hodge Physical Education Center. The University's Physical Education Center, outdoor fields, and outdoor courts are available for use by members of the faculty and their families.

Equipment available on a no-charge basis includes: badminton racquets, basketballs, footballs, golf clubs, jump ropes, medicine balls, volleyballs, ping pong equipment, soccer balls, softball equipment, and weights.

Locker Room and Clothing Fees. All faculty, staff, and dependents who wish to use the locker room and use a lock and locker may do so free of charge by checking with the Athletic Office.

Tennis Courts. The tennis complex, adjacent to the Child Development Center, should provide many enjoyable hours for both students and faculty. Physical Education classes and the tennis team have priority for use of the courts. Please check the rules, which are posted.

THE CAMPUS BOOKSTORE

The campus bookstore, located in the Hodge Center, offers to both students and faculty the necessary curriculum textbooks and other course related materials. In addition to a large selection of general trade books, it also makes available supplemental, campus oriented merchandise. At the appropriate times academic regalia and class rings are offered through the bookstore.

DUPLICATING FACILITIES

Each building is equipped with a spirit duplicator, a mimeograph copier and a xerox or IBM copier for the convenience of the faculty and staff.

SAMPLE FORMS

039307 2J9MA0

These forms are normally available from school secretaries.

Additional information is on the back of some forms.

DESK COPY REQUEST FORM

(Rev. November 1972)

(See notes at bottom)

Publishers and bookstores prefer that instructors write directly to the publishers for desk copies.

Date _____

To: _____
(Publisher)

(Street)

(City, State, Zip Code)

Your book _____
(Specify author, complete title, and edition)

Publishers Book Number _____

has been adopted as a _____ required _____ recommended text in my course _____

_____. My order for _____ copies of this
(Course number and Title) (Number)

text was placed with _____
(Name of Bookstore)

on _____. I have not previously received a desk* or complimentary* copy of this
(Date)
text.

Name _____ Rank _____

Department _____

School _____

Street Address _____

City & State _____

1. This form should be used to request Desk copies only. Complimentary copies should be requested directly from the publisher on departmental stationery, including your rank, course title, and projected enrollment. It should be recognized that some publishers do not make complimentary copies available.
2. When ordering texts for class use please allow sufficient time for order processing, mailing, shipping, etc.
3. In order to standardize terminology, the Association of American Publishers, Inc. has adopted the following terms and definitions:

* Desk Copy - A book furnished free for a faculty member's use when copies of that book have been ordered for use in a specific course. A complimentary copy previously sent should be considered a desk copy on adoption.

* Complimentary Copy - A book sent to a faculty member for consideration for adoption.

On-Approval Copy - A book sent to a faculty member, accompanied by or followed by an invoice or bill seeking payment or return of the book within a specific period of time, for consideration toward purchase or course adoption.

Review Copy - A book sent to a journal, newspaper, or other periodical to be used for the (eventual) writing of a review.

Printed in U.S.A.

Textbook Procurement Form

Text and course material required for this course:

Author _____

Edition _____

Publisher _____

Will text be Reused? Yes No When? _____

Author _____

Edition _____

Publisher _____

Will text be Reused? Yes No When? _____

Author _____

Edition _____

Publisher _____

Will text be Reused? Yes No When?

Signature of Faculty Member

Signature of Division Coordinator

Semester 19

Please submit separate form for each course.

3-16-76

OFFICE & CLASS HOURS

NAME _____

RANK _____

Soc. Sec. No.: _____

CLASS HOURS

CLASS NUMBER & SECTION	DAY	TIME	BLDG.	ROOM
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

OFFICE HOURS

BUILDING	OFFICE NO.	DAY	TIME
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

UNIVERSITY PHONE NUMBER - 578-1300

OFFICE EXTENSION _____

HOME PHONE NUMBER _____

HOME MAILING ADDRESS _____

CONTINUING EDUCATION COURSE PROPOSAL

Name of Course	(As would appear in catalog)
Description	(As would appear in catalog) (Include program objectives)
Number of Sessions and Length of Sessions	
Book Required	(Name, Author, Publisher, Cost)
Equipment Required	(Furnished by WSCS)
Materials Furnished By Students	
Week Preferred	
Time Preferred	
Target Groups if other than General Public	
CEU's Requested	(1 CEU= 10 hours of contact)
Facilities Required	
Other	

Miscellaneous: Instructors must furnish the following to comply with Southern Association Regulations:

- Current vita or resume
- Social Security number
- A brief outline of each session
- Samples of all classroom materials

INTERLIBRARY LOAN REQUEST**USCS LIBRARY****DATE** _____

Your name (please print) _____ Signature _____ *

Telephone _____ Status (check one) ☐ faculty ☐ undergraduate ☐ graduate student ☐ other **

The copyright law of the U.S. (Title 17 U.S. Code) governs the making of photocopies of copyrighted material. The library is bound by law to request copies only if doing so is not in violation of the law.

JOURNAL TITLE

Title of paper (or topic) _____ Author of Article _____

Volume _____ Issue No. or Month _____ Pages _____ Year _____

Source of Reference (where you found the above information) _____

BOOK AUTHOR

Book Title _____ Volume or

Publisher _____ Place _____ Year _____ Edition _____

Source of Reference (where you found the above information) _____

***PLEASE NOTE:** Some libraries charge for interlibrary loans provided. If the lending library charges a fee for this service, the borrower must pay the full amount. Bills are payable when the material is picked up at the reference desk. Your signature above indicates your willingness to pay any necessary charges up to \$3.00. Should the charge exceed this amount, a cost estimate will be obtained for you before the material is requested.

****If you are not associated with USC-Sptbg., see a librarian; interlibrary loans are not usually processed for non-USC-Sptbg. library users.**

FOR LIBRARY USE ONLY

SEARCHED: (sources)

VERIFIED IN:

LOCATED IN:

RESERVE REQUEST FORMS

INSTRUCTORS' NAME

REFERENCES

CONTRACT AND NUMBER

[illegible]

FOR RECORD USE ONLY

YEAR

TERM

TYPE

FOR RECORD USE ONLY

MO

DA

YR

THIS SPACE FOR STUDENT RECORDS ONLY

GRADE ROLL CORRECTION FORM

TYPE OF GRADE UPDATE _____

TERM _____ PAGE _____

THIS SPACE FOR INSTRUCTOR'S USE ONLY: (READ THE REVERSE SIDE OF THIS FORM BEFORE ENTERING ANY CORRECTIONS ON A STUDENT)

Student's Full Name		Student Number	Department	P	S	Section	Credit	Grade	***CHECK ONLY ONE***			
(Last)	(First)	(Middle)	Use Standard Abbreviation	r	u				Attended This Class	Never Attended This Class	Dropped Course Officially Before Penalty Date	Misc. Change (explain below)
ENTER AS PRINTED ON GRADE ROLL												
1.												
2.												
3.												
4.												
5.												

USE ONE SHEET PER SECTION

BELOW AREA TO BE USED BY INSTRUCTOR TO GIVE BRIEF DESCRIPTION OF CORRECTION ON ANY STUDENT WITH A TYPE OF CHANGE SPECIFIED AS A MISCELLANEOUS CHANGE.

1. _____

2. _____

3. _____

4. _____

5. _____

INSTRUCTOR'S SIGNATURE _____

THIS SPACE FOR STUDENT RECORDS ONLY

1. _____

2. _____

3. _____

4. _____

5. _____



UNIVERSITY OF SOUTH CAROLINA

COLUMBIA, S. C. 29208

ADMINISTRATIVE AND EDUCATIONAL SERVICES

Office of the Registrar

TO: All Instructors
FROM: T. Luther Gunter, Registrar
SUBJECT: Grade Roll Corrections

The reverse side of this page is the form on which you can notify the Registrar's Office of apparent errors in the enrollment records of one of your classes. Note that one form is used for each section. If it is necessary to use this form, please fill it out completely (instructions below) and paper clip it to the original grade roll for that section. Please do not use staples. Note that this form can be used only in conjunction with an existing grade roll. On completion of all of your final grade sheets and corrections, please submit them to your department head, who will be responsible for turning in all final grade sheets from the department to Records Office by the pre-determined deadline.

Since this form will become a part of our permanent grade records, all entries must be completed as follows:

1. Student's full name (printed)
2. Student number (social security number)
3. Department, course, and section (exactly as printed on your final grade roll)
4. Credit hours assigned to the course
5. Grade (if applicable)
6. Type of change (mark only one with "X")
 - A. Attended this class but not on the roll - assign grade
 - B. Never attended this class - (possibly not enrolled in this section)
 - C. Dropped course officially before penalty date. Check this block only if your records indicate that an official Change of Schedule form was signed by you or your department. If you do not have a record of the official Change of Schedule form, the student should be assigned an appropriate grade.
 - D. Miscellaneous Change -
 - i. Credit (for variable credit only), audit problem (i.e., an apparent Auditor shown for credit or vice versa - indicate AUD for Auditor, letter grade for Non-auditor)
 - ii. Pass/Fail problem (P/F option shown in error or missing - include grade)
 - iii. Other - Explain as appropriate on lower line.

IMPORTANT: Your corrections help us straighten out enrollment problems remaining at grade time. However, before any change if processed the student's official registration material will be checked.

If our search uncovers an error in recording a student's registration, we will correct that error and take the action you request on this form. If no error is found, however, no change will be made. In that case, it is the responsibility of the student, having been notified by the Final Grade Report, to come and initiate whatever corrective action is appropriate.

Date _____

White — Routing Copy
Canary — Dean's Copy
Pink — Pending File

ASSIGNMENT OF "W" GRADE FOR MEDICAL REASON OR EXTENUATING CIRCUMSTANCES AFTER PENALTY DATE

A student withdrawing from the University or an individual course before the last date to withdraw without academic penalty will have no entry on his transcript for the course(s). A student withdrawing from the University or dropping a course *after* the free drop date will normally receive a grade of "WF." However, a grade of "W" may be assigned for a drop after the free drop date in exceptional cases requiring the concurrence of the appropriate academic dean and the instructor(s). This special assignment of the "W" grade is used primarily in cases of full withdrawal from the University during the term, or withdrawal from an individual course, for medical reasons. If approved by the academic dean and the instructor, a grade of "W" can be assigned for any course. The grade of "W" will not appear on the student's transcript until this request is approved and submitted to the Records Office. NOTE: in cases where the form is not returned to the Office of Student Records in 30 days from the date of withdrawal, the Registrar will make the decision.

In accordance with the withdrawal policy as set forth by the Faculty Senate, I request the following grade be assigned to:

Last Name	First	MI	Student Number	School/Major
-----------	-------	----	----------------	--------------

Date of Withdrawal _____ Term _____

For Individual Course Grades:

Department	Course Number	Section	Instructor	"X" Appropriate Box
				WF [] W []
				WF [] W []
				WF [] W []
				WF [] W []
				WF [] W []
				WF [] W []
				WF [] W []
				WF [] W []

Reason for this request: _____

Additional comments may be attached.

Approved by: _____
Dean's Signature

Return to: Student Records Office
Petigru College, Campus

Posted by: _____

ADVANCED STANDING BY EXEMPTION OR BY EXAM

Yellow IBM Card	Student's Copy Computer Services	STUDENT NUMBER		Check Digit
		Social Security Number		
Last Name		First	Middle	
C 6 7				10
11	13			
Official Use Only		Transaction Date		Credit
Term	Type			
14	16	18	23	36
EXEMPT.		Course Title		
42	43	57		
		80		

FOR STUDENT RECORDS USE ONLY

FOR STUDENT RECORDS USE ONLY		
Received by _____	Date _____	Signature of Dean or Department Head
Recorded by _____	Date _____	Signature of Instructor

UNIVERSITY OF SOUTH CAROLINA 7264
CHANGE OF SCHEDULE
REPLANTING, CASH AND THE OTHER WITHIN CASH TO PROCEED

STUDENT NUMBER		SOCIAL SECURITY NUMBER	
<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>		<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>	
1		9	
LAST NAME		FIRST	
<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>		<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>	
MIDDLE		<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>	
1		9	
OFFICIAL USE ONLY			
<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>		<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>	
TERM		TYPE	
11 12		14 16 17	
C 6			
TRANSACTION DATE			
<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>		<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>	
MO		DAY	
18		23	
(A = AUDIT)		(G = GRADUATE CREDIT)	
53		54 56	
DEPT		ABBREV	
24		27	
PRELIM		COURSE NUMBER	
28		32	
SUFFIX		SECTION	
33		35	
CREDIT		36 37	
53		54 56	
SIGNATURES REQUIRED			
A00S-ALL, SECTION CHANGE: 1 & 2. DROPS-ALL, EXTRA COURSE-ALL			
1 - STUDENT SIGNATURE		3. ADVISOR OR DEAN OF SCHOOL OR COLLEGE	
2 - INSTRUCTOR OR DEPARTMENTAL OFFICE			
COURSE TITLE			
<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>			

AS-15
6/76

RIGHT JUSTIFY ALL BLOCKS
USE LEADING ZEROES

ARE YOU PRESENTLY A GRADUATE ASSISTANT PAYING REDUCED FEES? YES ☐ NO ☐
IF YES, YOU MUST HAVE THE APPROVAL OF THE DEAN OF THE GRADUATE SCHOOL.
ARE YOU PRESENTLY RECEIVING VETERANS' BENEFITS? YES ☐ NO ☐

• PRESS FIRMLY USE A BALL POINT PEN PLEASE PRESENT YOUR FREE RECEIPT WITH THIS CARD

White	Records Office
Yellow	Student's Copy
IBM Card	Data Control

MAKE-UP GRADE - INCOMPLETE (I)

Current Term:

--	--	--	--

 -

--

Currently Enrolled: ☐ Yes ☐ No

Social Security Number

Last Name										First										Middle										1				9			
OFFICIAL USE ONLY										Transaction Date										Dept. Abbrev.				Course No.				Section				Credit					
Term										Type																											
C 6 8										14 16 17										18 23				24 27				28 32				33 35 36 37					
New Grade										Type of Credit										Course Title																	
38 40										53										57										80							

FOR STUDENT RECORDS USE ONLY

Received by: _____		Grade Change Current Semester	Make-up Previous Semester	Add to Yearly Check only one
Recorded by: _____		<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
		46	47	48 49

Grade of "I" was assigned:

Semester _____ Year _____

Date work completed _____

Signature of Instructor _____

INSTRUCTOR'S LAB REFERRAL SHEET

Instructor's Name _____ Office Number _____

Course Taught _____ Telephone _____

Student's Name _____ Date _____

Please complete the following:

1. Why have you suggested the student visit the Lab ?
2. List student's specific needs.
3. How often are you requiring the student to visit the Lab ?
4. What specific date should the student begin visiting the Lab ?

After receiving this form referring a student to the Lab, I will
notify you as to when the student begins his Lab work.

Return this form to: Malcolm Sanders
Tutoring Lab Coordinator
L-243

TUTORING LABORATORY "INCOMPLETE"
INFORMATION SHEET AND CONTRACT

STUDENT _____ SOCIAL SECURITY # _____

ADDRESS _____ TELEPHONE # _____

ASSIGNMENTS OR COMPETENCIES COMPLETED IN COURSE TO DATE GRADE ASSIGNED IF (APPLICABLE)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

COMPETENCIES OR ASSIGNMENTS TO BE
COMPLETED IN THE TUTORING LAB (outline)

DATE COMPLETED

FACULTY INITIAL
APPROVAL

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

The final grade will be assigned by the course faculty member. The outlined assignments competencies will be completed in the Tutoring Laboratory under the direction of _____ during _____.

I, _____, agree to complete the above outlined assignments or competencies. The course instructor has explained the requirements to me and I agree to the above requirements.

(Student) (date)

(This contract should be returned
to the Tutoring Lab Coordinator)

(Course faculty signature) (date)

UNIVERSITY OF SOUTH CAROLINA
AT SPARTANBURG

APPLICATION FOR COURSE OFFERED AS INDEPENDENT STUDY

1. To be completed prior to registration and returned to the Office of Records and Admissions.
2. Due to the common practice of allowing Independent Studies during periods that do not conform to the academic calendar, it will be necessary that this completed form be returned to the Office of Records and Admissions prior to beginning of work.

STUDENT'S NAME _____

SOCIAL SECURITY NO. _____ SEMESTER _____ 19 _____

COURSE NUMBER _____ CREDIT HOURS _____

COURSE DESCRIPTION: (To be completed by instructor under whom work is to be done.)

I understand that completion of this form does not constitute registration, and that I must register for this course in the usual manner.

ADVISOR

STUDENT'S SIGNATURE

DATE

DIVISION CHAIRPERSON

INSTRUCTOR'S SIGNATURE

DATE

STUDENT IS TO PRESENT HIS COPY WHEN REGISTERING FOR THE COURSE.

cc: INSTRUCTOR
ADVISOR
RECORDS AND ADMISSIONS
STUDENT

FOR RECORDS USE ONLY:

() APPROVED

() DISAPPROVED

UNIVERSITY OF SOUTH CAROLINA TRAVEL AUTHORIZATION FORM

T.A. No. **Nº 19454**

U.S.C. Dept. _____

Date _____
Mo. Day Yr.

--	--	--	--	--	--	--	--	--	--

Social Security Number

Green Accounting Dept. Copy
Yellow Department Approved Copy
Pink Department File Copy

SECTION I

Requested by _____
Name of Traveler (if more than one person, see reverse side of pink copy for instructions)

For the purpose of _____

Duration of trip: From _____ To: _____
Mo. Day Yr. Mo. Day Yr.

Destination of Trip _____

Does this authorization supersede a previously approved trip? _____ If so, give TA. No. _____

SECTION II

Method of Travel

Common Carrier

Bus []

Plane []

Railroad []

Other

Personal Vehicle []

University Vehicle []

Other - Explain _____

State of South Carolina regulations provide "that in traveling on business of the University, Faculty, and Staff are required to use the most economical mode of transportation". Please refer to the policies and procedures manual for the maximum travel expenses allowed.

Approval Subject To The Following

Full Reimbursement []

Transportation []

Subsistence only []

Other or % _____

SECTION III

Estimated Cost

Transportation (Do not include USC Vehicle) _____

Subsistence _____

*Other Expenses _____

Estimated Total Cost _____

*Explain _____

SECTION IV

Account(s) to be charged (see reverse side of pink copy for instructions)

Dept.	Fund	Class	Analytical	Amount

SECTION V

Approved

Dept. Head _____	Date _____
Dean, V. P. or Provost _____	Date _____

If trip plans are altered after submission of this form, the Controller's office must be notified. The travel expense voucher for reimbursement should be submitted within seven (7) days after return to campus. Lodging receipts must be attached to the travel expense voucher. Be sure to obtain other receipts whenever practical and attach them to your voucher. The University reserves the right not to reimburse expenditures without receipts.

SECTION I

Only one person per travel authorization if professional travel. If field travel, and more than one person is traveling, the individual designated responsible for the funds must be indicated, and he will be responsible for submitting the travel reimbursement form.

ACCOUNT INSTRUCTIONS

SECTION IV

In the first block entitled Dept., the first five digits of the Account which represent the Cost Center should be inserted.

In the second block entitled fund, the four digits beginning with an alphabetic character which represent the source of the monies (e.g. regular departmental, grants, etc.) should be inserted.

In the third block entitled Class the five digit expenditure code which represents the type travel should be inserted. Refer to the expenditure classification listing for the proper code.

The fourth block entitled Analytical should not be used unless this expenditure represents cost sharing with a grant or contract. If the expenditure does involve cost sharing, the section should include the following:

1. An upper case M should be inserted.
2. The five digit department (Cost Center) number where the grant or contract to be matched is located should be inserted.
3. The four digit fund number which identifies the particular grant or contract being matched should be inserted.

Do the expenditures below conclude all claims against this T. A.? ☐ Yes ☐ No

T. A. No.

--	--	--	--	--	--

Name _____ (Person or Firm) Department _____ (Address to be mailed)

[illegible]

If requesting reimbursement for:	Mileage (Enter A Sect. IV)				Enter total of Col. 3 in D, Sect. IV *TENTATIVE
	Air Fare (Enter B Sect. IV)				
	Other Public Trans. (Enter C Sect. IV)				

SECTION III			SECTION IV (SUMMARY)				
Other expenses: List and attach receipts			A	Total Mileage (6 A Section I)			
Items	Amount		B	Total Air Fare (6 B Section I)			
			C	Total Other Public Trans. (6 C Sect. I)			
			D	Total Subsistence (Col. 3 Sect. II) *TENTATIVE			
			E	Total Other Expenses (Total Section III)			
			GRAND TOTAL				
			ACCOUNT(S) TO BE CHARGED				
			Dept.	Fund	Class	Analytical	Amount
Total (Enter on line E Sect. IV)							

I certify that the above expenses are just and true and that the actual expenses were incurred on official business for the University of South Carolina.

SUBMIT APPROVED COPY OF TRAVEL AUTHORIZATION WITH THIS VOUCHER Signature _____ Date _____
(ACCOUNTING DEPT. USE ONLY)

cc 1-2	cc 3-7	cc 9-14	cc 15-19
<input type="text" value="P3"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Voucher Number	Voucher Date	Travel Authorization
cc 20-44		cc 45-50	cc 51-56
<input type="text"/>		<input type="text"/>	<input type="text"/>
Name		Payable Date	Amount
cc 57-70		cc 71-75	cc 76
<input type="text"/>		<input type="text"/>	<input type="text"/>
Dept.	Fund	H. Check Number	Complete or Partial
	Class		

INSTRUCTIONS

The number from the Travel Authorization Form **must** be included.

SECTION I

Columns 2 and 4 must be completed for the days of departure and return, give time and **specify a.m. or p.m.**

Column 6 is not to be completed if a University vehicle was used or if the University provided the common carrier ticket.

If private vehicle was used, show the miles driven and under 6 A the dollar amount to be paid, calculated at the established rate per mile. Refer to policy manual for rate.

If the University did not procure the common carrier ticket, show the total ticket cost on the day of departure under 6 B and **attach copy of ticket**.

Do not include taxi or limousine service in Section I — these should be reflected under Section III.

SECTION II

Columns 1, 2, and 3 should include in detail by day the cost incurred. Motel and hotel (lodging) receipts **must** be attached. Meal receipts should be attached if available. Meal costs are reimbursable based on the schedule in the Policy and Procedures Manual.

Enter the total of column 3 *Tentative on line D of the summary (Sect. IV).

*TENATIVE — Subject to audit based on allowable amounts as stated in the U.S.C. Policy and Procedures Manual.

SECTION III

Remember that telephone/telegraph expenditures for business purposes shown on lodging receipts are to be listed here.

Taxi or limousine service should be reflected here.

SECTION IV

Totals from Sections I, II, and III are summarized and grand totaled here.

The University reserves the right **not** to reimburse expenditures without receipts.

Submit directly to the Controller's Office within seven days after completion of trip. If greater than Authorization, it must be counter approved with a brief explanation of the overage shown on the face of the voucher.

You should consult State and Federal Tax regulations for allowable Income adjustments on differences in expenses incurred and reimbursed. Maintain a copy of this document for your records.

intra-office memo

Date March 25, 1977

From: Transportation/Security Dept.

To: All users of vehicles

Subject: USCS motor vehicle request

USCS MOTOR VEHICLE REQUEST

All USCS vehicles are marked with State Seal and are for official travel only. All out of state travel must be approved by the Dean for Administration. If you are requesting a vehicle for out-of-state travel, please fill in the appropriate space.

TYPE OF VEHICLE REQUESTED: () Sedan, () Maxi-Van, () Station Wagon,
() Large Bus

NAME OF PERSON FILLING OUT REQUEST: _____

ACTIVITY AND SPONSOR REQUESTING VEHICLE: _____

WILL SPONSOR ACCOMPANY GROUP? YES() NO()

DESTINATION & FUNCTION: _____

DATE REQUIRED: _____

TIME REQUIRED _____

APPROXIMATE MILEAGE ROUND TRIP: _____

DATE TO BE RETURNED: _____

TIME TO BE RETURNED: _____

NAME OF DRIVER: _____

DOES DRIVER HAVE VALID S.C. DRIVERS LICENSE? YES() NO()

APPROVAL BY DEPARTMENT HEAD OR DIVISIONAL CHAIRPERSON: _____

APPROVAL OF DEAN FOR ADMINISTRATION (for out of state travel) _____

LIST BELOW ALL PERSONS WHO WILL BE PASSENGERS. IF MORE SPACE IS NEEDED, USE
BACK OF PAGE.

TRAVEL REQUEST

ANTICIPATED EXPENDITURES

DATE		PLACE		TRANSPORTATION			ESTIMATED EXPENSES			
Month	Day	From	To	Miles	Amount	**Other	Lodge	Meals	*Other	Total

Purpose of Travel

Signature of Originator

Signature of Approval

ACTUAL EXPENDITURES

DATE		TIME AND PLACE			TRANSPORTATION			ACTUAL EXPENSES				
Month	Day	Depart	From	Arrive	To	Miles	Amount	**Other	Lodge	Meals	*Other	Total

*OTHER (please specify)

*Other (please specify)

University of South Carolina - System Libraries



1 200 08026309

